DOCUMENT RESUME

ED 257 618 RC 015 308

TITLE	Careers Booklet. Project SEARCH.
INSTITUTION	Heart of the Earth Survival School, Minneapolis, MN.
SPONS AGENCY	Office of Elementary and Secondary Education (ED), Washington, DC. Indian Education Programs.
PUB DATE	May 85
NOTE	50p.
PUB TYPE	Guides - Classroom Use - Materials (For Learner) (051)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Adult Education; *American Indians; Career Awareness; *Career Development; *Careers; *Employment Opportunities; Interviews; Job Satisfaction; Job Skills; *Occupational Information; Occupational Surveys; Postsecondary Education; *Role Models; Secondary Education
IDENTIFIERS	*Project SEARCH

ABSTRACT

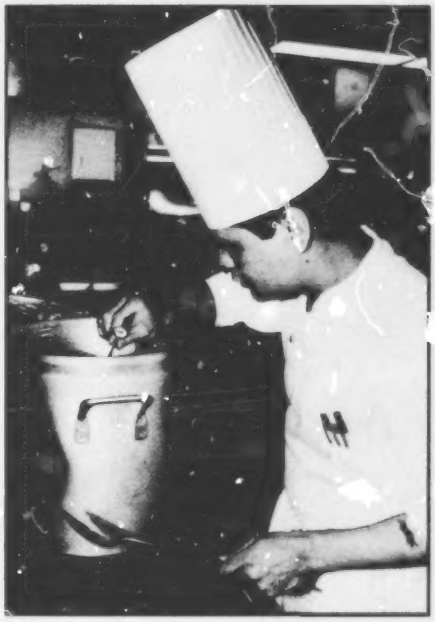
Developed by the staff of Project SEARCH, this booklet is designed to assist American Indian adults of the Minneapolis St. Paul area in an exploration of careers. As noted by the introduction, it may also be of interest to Indian high school students, college students, and others who are looking for ideas about the kinds of careers available. The booklet contains interviews, conducted between November 1984 and February 1985, of Indian adults actively engaged in various careers. Interviewed are an administrative assistant, postal distribution clerk, office manager, counselor, store manager and co-owner, registered nurse, school administrator and program director, cook and chef, heavy equipment mechanic, buyer, computer system analyst, radio broadcaster, TV producer and co-host/health promotion coordinator, bus driver, company president, and chemical dependency counselor. A summary of each career or closely related careers precedes each interview. Discussed in the interview are what each individual likes most and least about their job, what their responsiblities are, the type of education or training needed in acquiring their position, salaries and advancement possibilities, how they got started in their career, and what advice they have for individuals who would like to pursue their career. (PM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED257518

PROJECT SEARCH

Careers Booklet



U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

✓ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

015308

Project SEARCH

2300 Cedar Ave., South
Minneapolis MN 55404
612/721-8837

The contents of this manual were developed under a grant from the Office of Indian Education Programs, U.S. Department of Education. However, the contents do not necessarily reflect the policy of that agency, and you should not assume endorsement by the Federal Government.

Table Of Contents

Administrative Assistant	2
Postal Distribution Clerk	4
Office Manager	7
Counselor	10
Store Managers & Co-Owners	12
Registered Nurse	15
School Administrator & Program Director	17
Cooks & Chefs	21
Heavy Equipment Mechanic	24
Buyer	26
Computer System Analyst	28
Radio Broadcaster	31
TV Producer & Co-Host / Health Promotion Coordinator	34
Bus Driver	37
Company President	40
Chemical Dependency Counselor	43

Interviews by:	Priscilla Buffalohead
Photography by:	Randy Croce
Lay-out by:	Gary Fife

OTHER STAFF CONTRIBUTORS:

Planning:	Kathy Vogt Lloyd Wittstock
Editing:	Marlene Burgess
Editing:	Rodney Hill
Word Processing:	Sue Kincade

MAY, 1985

Published by **Project SEARCH**, an affiliate of Heart of the Earth Survival School, a non-profit corporation supported by Title IV, Part C, Office of Indian Education of the U.S. Department of Education.

Introduction

This careers booklet, developed by the staff of Project SEARCH, is designed to assist American Indian adults of the Twin Cities area in an exploration of careers. It may also be of interest to Indian high school students, college students and others who are looking for ideas about the kinds of careers available.

Each section of the booklet contains interviews with Indian adults who are actively engaged in the careers they discuss. They provide readers with information about what they like best about their work, what kind of education or training is needed, what advancement possibilities there are, and many other helpful ideas about what is needed to break into their particular career. This information is combined with a brief summary of each career or closely related careers.

The interviews included in this booklet were conducted between November of 1984 and February of 1985. Those interviewed volunteered their time for the singular purpose of helping others find careers that will be satisfying to them. Some of the people interviewed may have changed careers, positions or locations since the interview took place. The staff of Project SEARCH wish to express our appreciation to the interviewees, employers and others who helped make this booklet possible.

Administrative Assistant

The Administrative Assistant performs various office duties and often handles the administrative or clerical duties of an executive. This individual may maintain logs, records, or personnel data, write correspondence, or supervise other clerical staff. In some offices, the administrative assistant performs specialized tasks such as editing publications, writing reports, doing research, bookkeeping, or budgeting.

Language skills, tact, ability to meet changing tasks, and preference for detailed, accurate work are some attributes required of the administrative assistant. He or she may work under the stress of frequent deadlines, more than one supervisor, and office hazards related to machinery and substances. Those who like meeting people, working with office machines, and communicating information may enjoy this career.

Previous clerical work experience is helpful to entry in this field, as is clerical aptitude. Most administrative assistants are graduates of high school, or have a GED. Many have additional training in secretarial science, business, or college coursework. A number of vocational and private business schools in the Twin Cities area offer general clerical training, as well as additional business and office management coursework. Specialized training in administrative secretarial functions are offered by several vocational and business schools in the Twin Cities area. Public and private colleges in the Twin Cities offer degree level coursework in liberal arts and business.

Based upon information from August 1984, average salaries typically range from $14,000 to $16,000 per year, depending on type of employer and other related factors. Administrative assistants may work in nearly all Twin Cities employment sectors, concentrating in services, manufacturing, trade, finance, insurance, real estate, and government.

BRENDA SMITH
ADMINISTRATIVE ASSISTANT

Brenda Smith is an administrative assistant with American Indian Opportunities Industrialization Center in Minneapolis, a non-profit training and education center for American Indian people. A member of the Ojibway tribe, she was born on January 20, 1957 at the Cass Lake Indian Hospital. Brenda attended high school until the 10th grade, when she dropped out. Then, in 1977, she went back to school and successfully completed her GED. She received her certificate in clerical work from a training program offered at the Lehmann Center in Minneapolis. Brenda really enjoys her work at American Indian OIC. Her job gives her the opportunity to meet new people and to watch them develop their skills. Her open and friendly manner and her sense of humor helps to put the trainees who come to OIC at ease. In her leisure time, she enjoys doing beadwork, going to movies, cooking and socializing.

What Do You Do As An Administrative Assistant? What Kinds Of Duties Do You Perform On A Typical Day?

I don't perform too many fixed duties, but I do perform regular duties on specific days. This usually includes typing, filing, answering phones, and setting up appointments for the testing and interviewing of trainees. I greet the public and I refer them to other agencies or to OIC and JTPA. I do word processing and I make copies of materials for other staff members. On special days, I work on reports such as the monthly attendance reports of OIC trainees. I also help out with the state reports. In my role as an administrative assistant, I really do a great variety of things.

What Do You Like Best And Least About Your Career?

The best thing I like about my career is meeting people and seeing them accomplish their occupational goals. I get a chance to watch them go into the job market and get a job they like. I enjoy helping the trainees because it makes me feel useful. What I like least about my job is seeing the people who try very hard to get into training and who then quit without completing the training. Considering the trouble they go through to get in, it seems a waste for them to quit.

What kind Of Education Or Training Did You Need For Your Career?

I actually started training for clerical work when I was 13 years old. I worked in an office when I was a member of the Neighborhood Youth Corps. Later, I went into a clerical training program, but I also had extensive on the job training afterwards. Generally, I worked my way up to my present job through several kinds of clerical jobs.

Are Administrative Assistants In Demand? Do You Have Any Advice For Someone Looking Into Your Career Field?

There seems to be a lot of job openings in the clerical area. There have been more openings over the past few years than before. My advice for anyone thinking about a clerical career is to get good training, have some self-discipline and a lot of motivation.

How Did You Get Into Your Career?

My career is something that came about by chance and that I liked after I started working in an office. After I worked in an office for awhile, I decided I wanted to improve my skills so I went to school for more training. I have been working in an office ever since. I started working at American Indian OIC through a six month MEED appointment. After that I was hired permanently.

When Did You Decide You Were Going To Become An Administrative Assistant?

I received my training in secretary-receptionist work. By getting the experience of being employed in several office jobs, I continued to improve my skills until I was qualified to become an administrative assistant.

Would You Encourage Other People To Choose Your Career Field?

Yes, I would if they are interested in working with people. It is a way to feel that you are achieving something and building your talents. The personal rewards are also great. I can say that most of the time I really enjoy my work.

What Are Some Changes Going On In Your Career Field?

The biggest change has been brought about by high technology. Today, most people working in the clerical area have to learn to work with computers. Because each office has different types of computers, the clerical worker has to learn how to operate each type.

What Is The Salary Like In This Field?

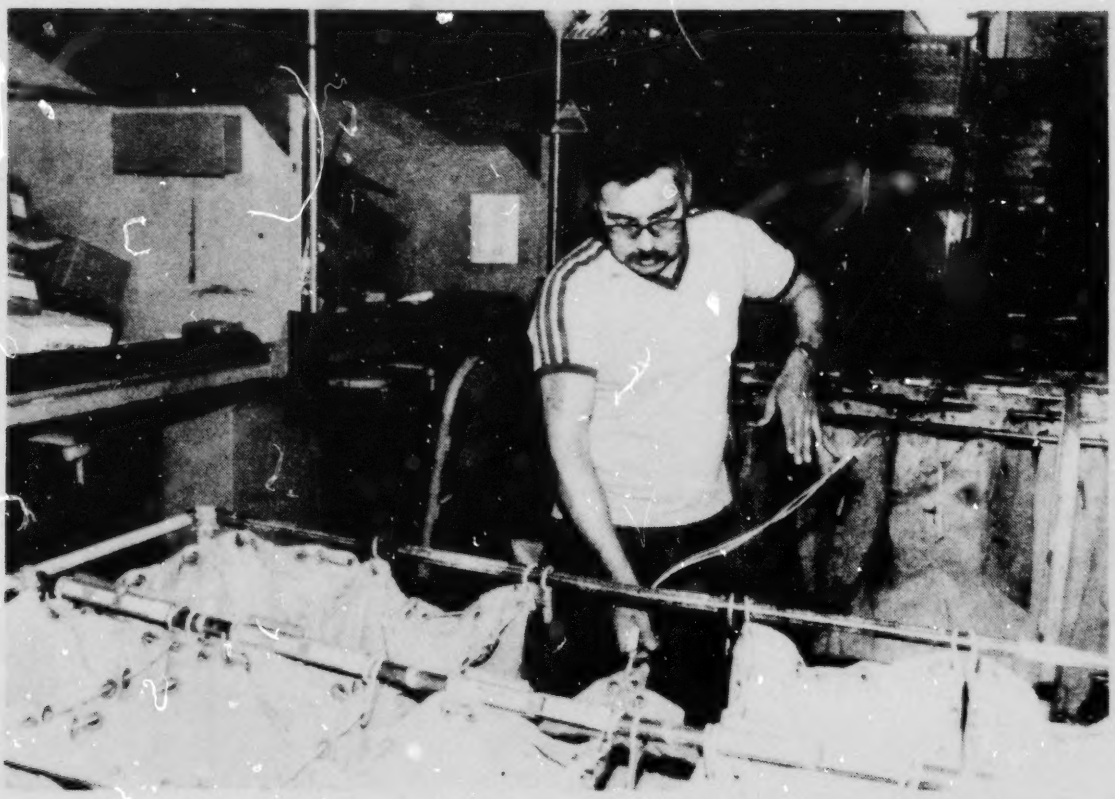
I am not sure of the salary range for the position of administrative assistant. This is partly because I recently worked my way up to this position.

What Are The Advancement Possibilities In Your Career Field?

If my case is an example, I think the advancement possibilities are pretty good. Sometime in the near future, I am planning to go back to night school and get my degree in business management.

"....meeting people and seeing them accomplish their occupational goals. I get a chance to watch them go into the job market and get a job they like...."

Postal Distribution Clerk



Postal distribution clerks work at local post offices, sorting and preparing local mail, or at large central mail processing facilities, sorting and preparing incoming mail from local collection boxes. Most postal clerks are distribution clerks rather than the more familiar window or counter clerks selling stamps and accepting parcel post.

The ability to read and use tables and charts rapidly and accurately, a good memory, and attention to detail are important to those wishing to enter this career. Distribution clerks work closely with fellow clerks, and often need to meet deadlines. They need to adapt to the routine of sorting mail, and may have to work nights or on weekends, because most large post offices process mail around the clock.

New clerks are trained on the job. Most clerks begin as part-time flexible employees and become full-time workers as vacancies occur. Full-time clerks may apply for preferred assignments and can advance to supervisory positions. Many post offices also offer classroom instruction.

To obtain employment with the Postal Service, postal clerks must be at least 18 years of age (at least 16 if they have a high school diploma), must qualify on a written examination, must also pass a physical exam, and may be asked to show that they can lift and handle mail sacks weighing up to 70 pounds. Those who work with electronic sorting machines may also be required to pass a special examination covering machine aptitude.

Entry level postal clerks are paid at a rate of $21,511 per year in 1985. In 1980, the majority of the 265,000 postal clerks employed nationwide by the Postal Service worked at mail processing centers, although many still provided services at local post offices. An estimated two out of every five Postal Service employees are postal clerks. Job openings occur as present clerks leave the occupation, or retire, and in areas with rapid population growth. Although the volume of mail handled is seasonal and cyclical in nature, job security is high as full-time employees have never experienced a layoff. Employment is projected to decline in the long run, but reduction in numbers would be accomplished through attrition as employees leaving would be replaced in fewer numbers than before, rather than by layoffs.

SIMON BEAULIEU
POSTAL DISTRIBUTION CLERK

Simon Beaulieu is a Distribution Clerk for the United States Post Office. He works at the Bulk Mail Center in Eagan, Minnesota. A member of the Red Lake Chippewa Band, he was born at Red Lake, Minnesota on September 16, 1935. He went to school in Red Lake and graduated from Red Lake High School. Simon also went to Minneapolis Business College for a two year program. He is an accountant. Simon and his wife, Ruby, who also works for the Postal Service, live in Minneapolis. They have four sons, ages 26 to 12 years old. In his leisure time, Simon used to bowl. However, because he now works nights, he no longer has much time for bowling. With four children of his own, Simon is interested in doing what he can to help Indian young people find careers where they can be happy.

What Do You Do As A Distribution Clerk? What Kinds Of Duties Do You Perform On A Typical Day?

One of my duties as a distribution clerk is keying parcels. The parcels come down a belt, one person faces the belt and keys the parcels according to the five digit zip code numbers that appear on each parcel. Distribution clerks who work together often switch duties so that one duty does not get too tiring. While one person does the keying, others sort parcels on the work floor that have been keyed. We place parcels in different sacks on each side of the floor depending on where each is going. I am describing the tasks where I work, but distribution clerks can do many different kinds of things.

What Do You Like Best And Least About Your Career?

I suppose I like the pay best. It is a good paying job. I also like the different people I meet and work with. I meet people from all walks of life. Some of my co-workers even have their Master's degrees. I can't really think of anything I don't like about my work.

What Kind Of Education Or Training Did You Need For Your Career?

For this career, there is no educational requirement. A person can prepare for this position by studying for and taking the Postal Examination. This exam is for Mail Handlers, Distribution Clerks and Mail Carriers. It is not a difficult exam. It requires reading skill and an ability to follow directions. Then, once a person is employed, they can train for new jobs. All the training is handled at the PEDC (Postal Employment Development Center).

Are Distribution Clerks In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

I am not really sure. The Post Office gives periodic examinations and they do hire people each time. My advice for someone looking into a Postal Service career is to watch for the Postal Examination dates and take all the tests that are required.

How Did You Get Into Your Career?

I wanted to try out a career in this area. I am a certified accountant and I worked in accounting for nine years. But I got tired of working in different places that would close down, because then I would have to start looking for work all over again. I had no trouble finding work as an accountant, but in keeping it, because of business closings and the like. A career with the Post Office is much more secure.

When Did You Decide You Were Going To Become A Distribution Clerk?

I decided to try this career about four years ago. My other work was just not steady enough. I wanted to get into something that offered more security.

Would You Encourage Other People To Choose Your Career Field?

Yes, I would encourage others to try it. I am very happy doing what I am doing. When I work nights, I get the week-ends off. And if I work days, I get days off in the middle of the week.

What Are Some Of The Changes Going On In Your Career Field?

As far as I know, there is a need for distribution clerks and there probably will be for some time to come.

What Are Some Of The Benefits You Are Entitled To As A Postal Employee?

The Post Office has a good retirement plan. A person can retire at 55 if they have 30 years of service, at 60 if they have 20 years of service, and at 62 if they have five years of service. There is also a good health insurance plan. The employee pays about 25% of the costs and the postal ser-

vice pays about 75% of the costs. Another of the benefits is a life insurance policy available to employees. A portion of the insurance is free, something in the area of the first $10,000 of coverage. Employees get sick leave amounting to about 104 hours each year. During the first year of employment, employees get 13 vacation days. If they are employed from 3 to 5 years, they are eligible for 20 vacation days. And if they have been employed for 15 or more years, they are eligible for 26 vacation days.

What Is The Salary Like In Your Career Field?

The salary changes quite a bit to accomodate cost of living increases. When new people start out, they must start at a lower salary. But they can work their way up the salary scale. This scale is based upon a series of 12 steps and it takes about eight years to get to the top of the wage scale. The salaries range from about $21,511 to $24,173 per year. The higher up the salary scale the employee goes, the shorter time it takes to move up to the next salary level. Postal employees are also entitled to two cost of living increases each year and a general wage increase each year.

What Are The Advancement Possibilities In Your Field?

The Postal Service has a program called PASS, where employees can move up to management positions. These positions are salaried positions. If a person has the background and the position the Post Office is looking for fits that background, a person can move up. I personally am quite happy as a distribution clerk.

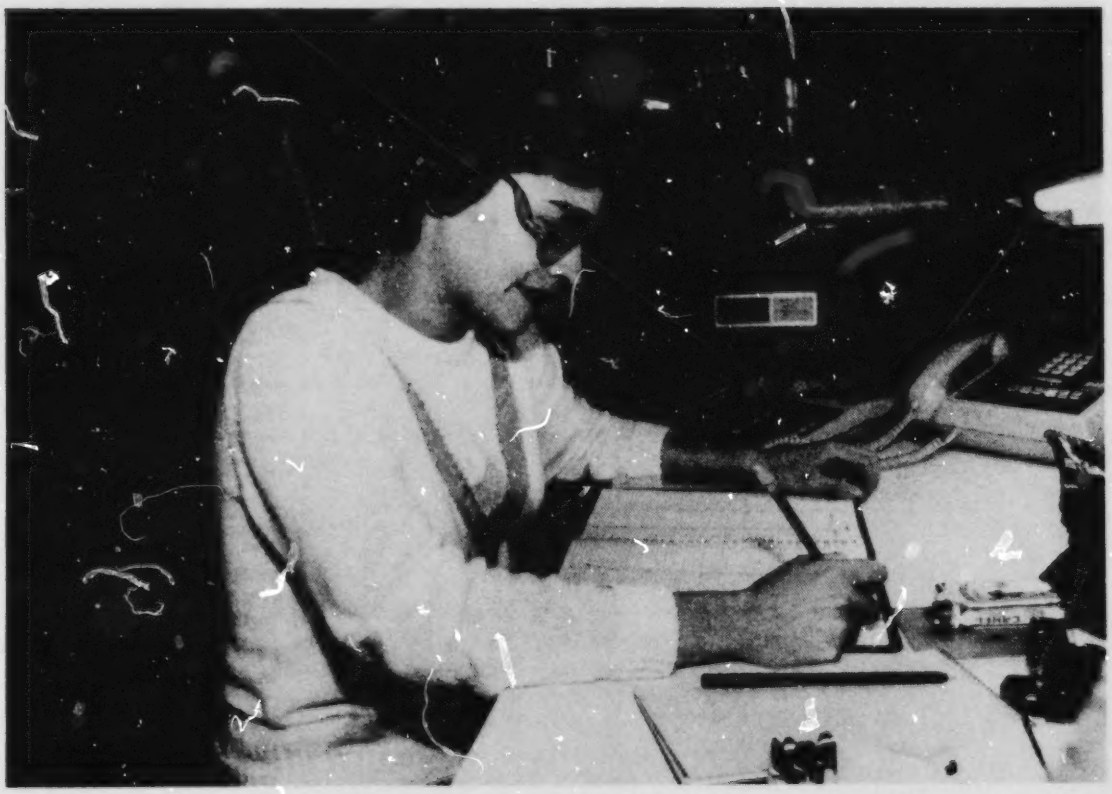
"...For this career, there is no educational requirement. A person can prepare for this position by studying for and taking the Postal Examination. This exam is for Mail Handlers, Distribution Clerks and Mail Carriers. It is not a difficult exam. It requires reading skill and an ability to follow directions..."

Office Manager

The Office Manager determines work procedures and coordinates the activities of clerical workers. He or she prepares schedules, issues verbal or written orders, and supervises and checks work for accuracy and conformity to standards and policies. While office managers usually have a separate area or office, they spend a great deal of time in the total office area, moving from work station to work station. Their work may involve meetings with a variety of staff, ranging from instructing clerical staff in the use of equipment, to providing compiled information and reports for administrators. Occasional aid or substitution for clerical workers is probable, as is involvement in hiring, dismissal, and training.

As an entry level office manager, one must have a high school diploma or GED, some post-secondary office training, and previous experience with the organization, industry, or in another supervisory position. Vocational school training is readily available in the Twin Cities, but a good deal of the training is on the job, at conferences, and through service or equipment providers. Promotion is possible, especially in offices with data entry and word processing supervisors. With trends indicating increasing office automation and sharing of clerical work by administrative and support staff, some competition should be expected for entry level positions.

Office managers can expect to start at about $1396 per month in the Twin Cities, based upon 1984 salary figures. The median pay is approximately $1600 per month, while the top 1/4 of salaries average $1841 per month. The highest pay can be found in construction, some manufacturing, wholesale trade, transportation, and utilities, while the lowest is found in services and retail trade. Major employers of office managers, in order of percentage employed, are government, services, manufacturing, trade, transportation, and utilities.



Office managers need good verbal and writing skills. Math skills are often needed for writing reports, and accounting skills are necessary if handling payroll and related duties are part of the office manager's job. Office managers need to be skilled in managing people involved in routine tasks, and may be required to operate electronic typewriters, word processors, computers, and photocopiers, and answer phones.

BOBBY COX
OFFICE MANAGER

Bobby Cox is Acting Program Director and Office Manager of the JTPA program at the Minneapolis American Indian Center. She is a member of the Red Lake Chippewa Band. She was born on August 3, 1956 in Fort Riley, Kansas and graduated from South High School in Minneapolis. Bobby enjoys her job because she likes working with people and she appreciates the friendly atmosphere at the Indian Center. For recreation, Bobby plays softball during the spring and summer months. She enjoys bowling during the fall and winter season.

What Do You Do As An Office Manager? What Kinds Of Duties Do You Perform On A Typical Day?

I supervise my staff and I try to help my staff deal with issues and problems that arise in dealing with our clients. I do my own typing and word processing. I recently received a certificate in word processing by taking classes at American Indian OIC. I make out the program forms that my staff uses and I help out with the statistics that the program deals with. My work also requires me to attend regular meetings.

What Do You Like Best And Least About Your Career?

What I like best about my work is the atmosphere here at the American Indian Center. The people I work with are really good. What I don't like is the situation where we must rely on year to year funding to keep our programs going. This means that my job is not very secure.

What Kind Of Education Or Training Did You Need For This Career?

My actual job experience has been most important. I was a participant in a CETA program when I came to the American Indian Center. I soon moved up to become a secretary-receptionist for the Center. Then I became an administrative secretary. When the opening came up for an office manager, I was chosen to fill the position. I took a word processing course at American Indian OIC to improve my skills in my work.

Are Office Managers In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

My job is basically a clerical position where I do typing, filing, and record keeping. There is a large market for clerical and office positions. My advice for someone looking into my career is to have an open mind. It is important for an office manager to have good problem solving skills and skills in working with people.

How Did You Get Into Your Career?

As I explained before, I was a participant in a CETA program when I came to the Indian Center. I started out as a recreation aide and I worked my way up to the position I have now. I have been working at the Center for six years. Since I started here I have held four different jobs.

When Did You Decide You Were Going To Become An Office Manager?

I just happened to fall into the job. I took typing and shorthand classes in high school, but I never had formal clerical training. I just kept developing my skills in each position I had. Each job I have taken has required a little more responsibility.

Would You Encourage Other People To Choose Your Career Field?

Yes. I find the job interesting in that I am working with a lot of different people. I also enjoy the casual, friendly setting at the Indian Center. I don't have to dress up or worry about looking just so. I can dress the way I want and feel comfortable.

What Are Some Of The Changes Going On In Your Career Field?

Clerical workers of many kinds are always in demand. However, I am not certain of the demand in federal programs. Since I first started there are more requirements for clerical workers to be able to use new technology such as word processors. For anyone starting out in the clerical field, it would be helpful for them to take word processing classes.

What Are The Benefits Like In Your Career Field?

We have just started a pension plan for our employees where 5% of their salary per week is set aside for them. In case our program ends, our employees will get this money to live on until they are able to find other work. Our vacation time and sick leave policies are probably more lenient than in the private sector. Our staff gets 8 hours of sick leave and 8 hours annual leave each month. The amount of time allowed for

leave goes up the longer a staff member is employed. For those who have been employed five years or more, they get 8 hours sick leave and 14 hours off per month.

What Is The Salary Like In This Field?

Clerical workers can be paid at a rate of $4.50 per hour. Depending on what their responsibilities are they can make from 10 to 18 thousand dollars per year. Federal programs start clerical workers out with a salary that is a little higher than in the private sector. Jobs in the private sector, however, are more secure and there are more frequent raises.

What Are The Advancement Possibilities In Your Career Field?

For me, the advancement possibilities have been very good. I moved up from being a recreation aide to an office manager and now interim program director. But federal programs, which are funded from year to year, do not offer much security. In the private sector there is more security and probably more room for advancement as well.

"...Since I first started, there are more requirements for clerical workers to be able to use new technology such as word processors. For anyone starting out, it would be helpful for them to take word processing classes..."

Counselor

The Counselor works with individuals and with groups to guide and assist in overcoming obstacles to physical, mental, and emotional health, as well as, providing guidance in the areas of employment counseling, career counseling, and academic counseling. The Counselor starts with the individual, learning about him or her through interviews and testing. He or she organizes and analyses information to appraise the client's aptitudes, abilities, interests, values, or personality. Counselors are employed in areas such as rehabilitation, chemical dependency, school guidance, employment, mental health, and crisis intervention counseling. The general goal in this helping profession is to assist the person in becoming self-sufficient and through the counseling process assist clients in reaching their goals.

The Counselor must be able to handle persons who may be depressed, angry, discouraged, non-committal, or who may be highly motivated and curious. The ability to motivate, inspire, teach, and guide are essential. Also, good listening, verbal, and analytical skills are necessary. Relevant courses are English, math, the social sciences, psychology and health sciences.

Pathways to the counseling career are the two-year Associate degree in Counseling or Human Services, the four-year Bachelor's degree in Psychology or a related field, and the Master's degree in Counseling Psychology. Additional requirements for school counselors are completion of an approved teacher program at a college or university, and a licensure process is followed for either secondary or elementary school counseling. Also, state certification is necessary for certain counseling fields like rehabilitation counseling. Counselors take courses in counseling theory, behavior analysis, group techniques, research methods, statistical methods, abnormal psychology and developmental psychology.

The Counselor salary is variable depending upon the level of education, experience, and type of counseling. The salary may range from $14,000 yearly to over $30,000 yearly. Typical work settings include high schools and colleges; public and private social service agencies; and state, federal, and local government

MARCY ARDIDO
COUNSELOR

Marcy Ardido is a counselor with the American Indian Learning Resource Center at the University of Minnesota. A member of the Minnesota Chippewa Tribe, she was born in Cass Lake, Minnesota and she spent her childhood in Onigum on the Leech Lake Reservation. She attended Walker High School until the 10th grade and then she went to school in Chicago. She began taking college classes after she became a mother and started working for a HeadStart program. Today, she is continuing to take college classes in order to enrich her counseling skills.

Marcy finds that her experience as the mother of five children has really helped her to become a good counselor. She has also found that because she comes from the same background as many of the students she counsels, she has a better grasp of the issues and problems they face. She has an open and easy-going nature about her that gives students a feeling of being very comfortable with her. She has a very positive attitude about the students with whom she works. She expects a lot of them and they, in turn, expect a lot of themselves. When asked about her hobbies and special interests she laughed and said "raising children"! With five kids, a full time job, and working part-time toward her degree, she has little time for anything else.

What Do You Do As A Counselor? What Kinds Of Duties Do You Perform On A Typical Day?

My job as a counselor includes a great deal of variety. I do routine paperwork and update my files. I attend meetings, speak with other members of the University staff on behalf of students, and I plan career fairs. Mostly, I do individualized personal counseling. The goal of our center is to meet individual needs. So I concentrate on advising students and giving them academic and career counseling. Often, I help them make out the forms necessary to get financial aid and enter the University.

What Do You Like Best And Least About Your Career?

What I like best is the excitement I feel in watching our students grow and develop in many ways. Working directly with students is the best part of my career. What I like least is having to deal with the bureaucracy of a big educational institution and its frequent failure to understand and respect the cultural differences of our students.

What Kind Of Education Or Training Did You Need For This Career?

To become a counselor it is important to get a four year liberal arts degree. Personal qualities are also important in counseling. For example, sensitivity to the needs of others is a quality that is very important for a counselor to have.

Are Counselors In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

Yes, counselors are in demand. My advice for someone looking into my career is not to narrow themselves in their studies and experiences. Have as broad a knowledge base as possible so you can grow in your areas of interest.

How Did You Get Into Your Career?

I started out as a parent volunteer in a Head Start program. As I began to work with people in the field of education, I realized that as a mother I had a great deal of practical experience and insight to offer. I began to get more confidence in myself and my abilities. As a result, I started taking college classes and I did very well.

When Did You Decide You Were Going To Become A Counselor?

I didn't consciously decide to become a counselor. It is a career I just fell into. People have always shared with me and my natural interests in counseling grew that way. I thought at first that I would like to become a teacher. When this counseling position came up, I found that it is very similar to teaching. Many of the same skills are needed in both careers.

Would You Encourage Other People To Choose Your Career Field?

Yes. There is a great need for Indian counselors to work with Indian people. The Indian community is confronting and working seriously with many of the problems our people face. While I work as an academic and career counselor, there is also a great need for chemical dependency counselors and family counselors.

What Is The Salary Like In This Field?

The salary is OK but you will never get rich! The people who go into counseling don't really go into it to make money.

What Are The Advancement Possibilities In Your Career Field?

The field of counseling offers such variety that it is possible to branch out into many different areas. It is important to start out and gain experience as a counselor before branching out. Then as you gain expertise in the field, you can do your own research work or even direct your own counseling program.

"...There is a great need for Indian counselors to work with Indian people..."

Store Co-owners and Managers

The Store Manager is in charge of a retail store which may sell groceries, clothing, liquors, prepared foods, or other merchandise. The Store Manager is responsible for the complete operation, planning, and day-to-day activities of a retail store. Duties include setting prices, coordinating of advertising, ordering inventory, training and supervising employees, and record keeping. Other important duties include bookkeeping, customer contact, sales, operating a cash register, and the collection and deposit of cash.

The Store Manager must be able to coordinate the activities of others, be persuasive and have basic math and writing ability in order to learn and manage a retail business. Patience, tact, and public contact skills are essential in order to deal effectively with customers, employees, suppliers, and the owners or officers of the company. Also, stamina and the ability to stand for long periods of time are important attributes for success in the field of store management.

The Store Manager is likely to have started in the retail business and have worked his or her way into trainee status. However, this worker is likely to have completed two years of management training at a vocational or business school in order to qualify for trainee status. Many grocery, bar, and restaurant managers are full or part owners, but even among these, there is likely to be long experience and some formal education. Increasing numbers of store managers have completed a Bachelor's degree in Business Management or a related field. Essential courses are marketing, business law, business economics, communications, business principles, and accounting.

The Store Manager salary is variable and difficult to determine since so many managers are owners and are paid by profits. However, a starting salary of $12,000 for trainees and $18,000 for full managers is common. Typical employers include retailers such as grocery stores, clothing stores, goods stores, convenience stores, restaurants and gasoline outlets.

MYRON AND PAT ROSEBEAR

SMALL BUSINESS CO-OWNERS AND STORE MANAGERS

Myron Rosebear is a member of the Red Lake Band of Chippewa Indians. He was born at Red Lake on March 1, 1941. He spent his early childhood in the village of Ponemah on the reservation. Then, in 1949, when he was eight years old, his family moved to the Twin Cities. He started school in Ponemah and finished his schooling in Minneapolis. Myron and his wife, Pat, are both college graduates. They have worked for several years as chemical dependency counselors. Currently they are co-owners and managers of the BEAR HAWK STORE. BEAR HAWK is an Indian supply store located in the Franklin Avenue Shopping Mall in south Minneapolis. They share ownership of the store with Don and Vi Mohawk of Hibbing, Minnesota. While managing a business is very demanding of their time, they enjoy going to pow-wows and participating in the dancing. Their children have been very involved in dancing over the years and their son is a champion traditional dancer.

What Do You Do As Store Co-owners And Managers?

On a typical day, we have to keep our stock up and make sure our merchandise is properly displayed. We also have to order stock when supplies of particular items need replacing. We wait on customers who come into the store to visit and make purchases. We trade supplies with Indian people in the community and also sell Indian made goods on consignment.

What Do You Like Best And Least About Your Career?

We both feel that the best part of our career as small business owners and managers is the chance we get to talk with community people who come into the store to visit and trade. This way we get a chance to build on old friendships and meet new people. In previous years, we traveled the pow-wow circuit and ran a food concession stand. We made many friends this way and some of the people we met come into the store. The part of our job we like the least is the worry about the money it will take to get the amount of stock we would really like to have available in the store. In starting a small business, it is difficult at first to get the funds necessary to purchase the supplies for a store.

What Kind Of Education Or Training Did You Need To Become Store Owners And Managers?

We were both formally trained to be chemically dependency counselors. What we learned to start up and manage a small business is what you might call personal learning. We learned a lot about business management from our experiences operating a food concession stand at pow-wows over the years. It would be helpful, though, for someone interested in a store management career to go to college or vocational school and take classes in business management, accounting, and bookkeeping. Accounting is especially important because keeping store books can be a great deal of work.

Do You Think There Will Be A Future Demand For Small Business? Do You Have Any Advice For A Person Interested In Starting A Small Business?

Based upon our experiences, we think it is quite possible to make a living in a small business. We know now from our own experience that the hard part is getting the business started. It takes time for people in the community to learn that the business exists, where it is located, and what kinds of merchandise or services are available. Once the business is established though, it is a good way to make a living. Our advice to those interested in starting a business is that it takes a lot of hard work and planning and a considerable amount of risk-taking. Myron, for example, left a very good job to start the BEAR HAWK STORE. Starting out, then, can be scary because of the risk.

When Did You Decide You Were Going To Become Store Owners And Managers?

We decided to start up the store in January or February of last year. Pat: Myron's original idea was to have a restaurant in the BEAR HAWK STORE location. He loves to cook and he makes the best fry bread around. The initial expense of starting a restaurant, however, discouraged us. When Myron decided on the idea of an Indian supply store, we called our partners in Hibbing. Don and Vi Mohawk already had some initial supplies the store would need because they sold jewelry in a concession stand business. So with the initial supplies, Myron went ahead and built all the display cases by hand that the store would need.

Would You Encourage Other People To Go Into Store Management?

Yes, store management is a good career. We are very concerned with helping Indian young people select careers that will allow them to be happy. Small business management is a lot of hard work, but it can be done.

What Are Your Plans For The Future?

Myron: I would really like to expand the Indian supply store someday. I would like to have a printed catalog of the kinds of merchandise we sell at the BEAR HAWK STORE. I also haven't given up on my dream of starting a restaurant which would specialize in serving traditional Indian food. In the meantime, we really enjoy running the BEAR HAWK STORE. We care about our customers and the friends who stop in to visit from the community.

"...We know now from our own experience that the hard part is getting the business started. It takes time for people in the community to learn that the business exists, where it is located, and what kinds of merchandise or services are available. Once the business is established though, it is a good way to make a living..."

Registered Nurse

The Registered Nurse performs a wide variety of health care functions and helps maintain a physical and emotional environment that promotes recovery. He or she observes, assesses, records symptoms, reactions, and records the progress of patients. The R.N. administers medication, assists in the rehabilitation of patients, and instructs both patients and family members in proper health care and maintenance. Some registered nurses administer community health programs, conduct research, or teach. In addition to these duties, the R.N. may be called upon to assist the physician in the examination and treatment of patients, and at times to perform clerical duties. Administrative and service duties vary with the location and status of the R.N.

The Registered Nurse should have a desire to serve people and be sympathetic to the needs of others. Acceptance of responsibility and careful, accurate observation and decision making are needed. The R.N. should have scientific knowledge and interest, and take the initiative while following rules and procedures to which good judgement must be applied. High school or college level subjects that are relevant are English, chemistry, biology, health, social science and math.

This career may be entered through one of three paths: the two-year associate degree at a community college, the three-year diploma from independent schools and hospitals, and the four-year bachelor's degree from a college school of nursing. Next, each R.N. must pass an exam and continue to take continuing education courses to have the license renewed. The two-year programs do not lead to research teaching, or administrative positions, whereas the four-year degree may lead to such opportunities. The three-year programs provide more practice in the health care setting and generally will not afford the opportunities which the four-year degree provides.

Salaries are variable with a monthly salary range in the Twin Cities of $1,212 to $2,316 depending upon duties, work setting, and years of service. Typical employers include hospitals, clinics, nursing homes, schools, private companies, colleges, and state and federal agencies.

SANDRA LITTLEJOHN
REGISTERED NURSE

Sandra Littlejohn is currently serving as head floor nurse at the Nile Health Care Center in south Minneapolis. She is a member of the Mdewankanton Sioux tribe from the Lower Sioux community in western Minnesota. She was born in Redwood Falls and attended school in Morton, Minnesota. After graduating from high school, she enrolled in classes at St. Olaf College in Northfield, Minnesota. In 1982, she graduated from St. Olaf with a Bachelor of Science degree in Nursing.

What Do You Do As A Head Floor Nurse? What Kinds Of Duties Do You Perform In A Typical Day?

As head floor nurse, I am responsible for supervising the other nurses and nursing assistants on my floor. I also work with the staff of other departments at the Health Care Center. This part of my work requires me to attend meetings and to help coordinate the health care services of the Center. Basically, I coordinate the work of all other staff members on my floor, making sure that quality service is provided to the residents. At times, I work directly with the patients. I give medication, provide treatment or assess the health status of each resident.

What Do You Like Best And Least About Your Career As A Registered Nurse?

I like the independence my job as head floor nurse gives me. I really prefer this supervising position to that of being a staff nurse and I have worked in both positions. There are, of course, pressures and problems associated with my responsibilities as a head nurse. I have to be very diplomatic in getting my staff motivated to do the best they can do in their work.

What Kind Of Education Or Training Do You Need To Become A Registered Nurse?

There are different paths a person can take to become a registered nurse. I went to college first and got my four year nursing degree. Another path is to start out as a TMA (trained medical assistant) and then work up to the LPN (licensed practical nurse) level. The next level would be that of a registered nurse. In cases where people do not have the finances to get specialized training, there are some health care facilities that will finance further education for their staff members. The important first career step is to get a high school diploma or GED. Some registered nurse training programs in the Twin Cities area are two or three year programs. Four year programs, however, are more common. I think with a Bachelor of Science degree in nursing, there are greater opportunities to advance in the field.

Is Nursing In Demand? Do You Have Any Advice For Someone Looking Into A Nursing Career?

At the present time there is not a great demand for nurses in the Twin Cities area. But there are opportunities for nurses in other parts of the country. For those interested in a nursing career, my advice is to get some direct experience working as a nurse's aide or in some other area of nursing. In this way a person can get a feeling for what it is like to work with those who have health care needs. Direct experience gives people the opportunity to find out firsthand what the work of a nurse is all about. I think people who have direct experiences first make better nurses in the long run.

When Did You Decide You Were Going To Become A Registered Nurse?

While I was still in high school, I worked part-time as a nursing assistant. At that time I was still unsure about what career I wanted but I felt most comfortable in nursing. I also wanted the experience of going to college. So I applied and I was accepted in the nursing program at St. Olaf College.

Would You Encourage Other People To Go Into Nursing?

Yes, I would encourage others. There are many satisfactions associated with my work. Although it may sound simple, I enjoy helping other people who need me.

What Are Some Changes Going On In Your Career Field?

One of the changes is that two and three year nurses training programs are being phased out. Also, with government cut-backs in Medicare and Medicaid, shorter hospital stays are common. This means that health care centers are receiving more and more people who are acutely ill and need considerable care.

What Is The Salary Scale Like In Nursing?

If a nurse has a four year degree, he or she must get paid at a certain rate. These rates are compatible with the guidelines set by the State Board of Nursing. Generally, if nurses work in a facility that is unionized, the wages are higher.

What Are The Advancement Possibilities For A Registered Nurse?

I am now working as a head floor nurse and this is about the highest rank I can get in my position. To advance further, I would have to move into a different kind of position. To qualify as a head nurse, I worked first as a staff nurse at Cedar Pines Health Care Facility. In this job I moved into being in charge of the second shift. This experience helped me a great deal in being selected as head floor nurse at the Niles Health Care Center.

"...In this job, I moved into being in charge of the second shift. This experience helped me a great deal in being selected as head nurse at the Niles Health Care Center..."

School Administrator and Program Director

The job of the school administrator begins with planning and setting goals. To achieve these goals, administrators must organize, coordinate, and evaluate activities of the program. In some schools, school administrators oversee all the operations in a particular school or geographic area; in others, they have authority over specific activities such as personnel, budget, or student services and recruitment. They confer with teachers and other staff; advising, explaining, or answering procedural questions; they talk with parents and members of the community; and they will often meet with students for various reasons. They may also provide individual or group counseling about personal, social, educational, or vocational matters. Also, they may coordinate school social and recreational programs.

Personal characteristics such as leadership skills, managerial ability, communications skills and human relations skills are needed to direct and guide the activities of school staff, students, community groups and other individuals. A strong internal sense of direction and motivation is necessary; and self-confidence enabling one to withstand criticism is essential.

In order to enter the field of school administration, certain experience, education, and certification requirements must be met. A minimum of a bachelor's degree with the required education credits and a background in teaching for a period of time may enable one to enter the ranks of school administration in the form of principalships, or school program coordination. However, a bachelor's degree without the education credits with experience organizing and supervising school programs may lead to opportunities in the school administration field. But, graduate study in educational administration, preferably at the doctoral level, is usually required for a school district superintendent or for the higher ranks of college administration. All 50 states require the certification of school administrators. Certification requirements may include U.S. citizenship, state residency, good health and character, graduate training in educational administration, and experience. Some states require one to pass an examination to become certified.

Salaries of school administrators vary according to position, level of responsibility, and the size and geographic location of the school or school district. Average salaries for school administrators range from $26,118 yearly for assistant principals to $46,001 yearly for superintendents. Typical employers include community colleges; public and private universities; public and private primary and secondary schools; and vocational or private trade schools.

BONNIE WALLACE
SUPPORT SERVICES PROGRAM DIRECTOR

Bonnie Wallace is the Director of the American Indian Support Program at Augsburg College in Minneapolis. A member of the Minnesota Chippewa Tribe, she was born on December 4, 1946 on the Fond du Lac Reservation in northeastern Minnesota. After she graduated from Cloquet High School, Bonnie was recruited by the BIA to attend the Duluth Academy of Hair Design for cosmetologist training. Working as a hairdresser convinced her that this was not really a career she wanted to spend her life doing. She then worked for a youth program on the Fond du Lac Reservation before moving to the Twin Cities. She worked at a number of jobs before she decided to enter the University of Minnesota. In 1974, she received her Bachelor of Arts degree in Social Welfare from the University, and in 1980 decided to pursue and complete some graduate work. Bonnie admits she is far too busy as the mother of two daughters and with a full time job for leisure time. She also serves on many boards and committees dealing with everything from scholarships to economic development. When she does take time out for herself, she reads books in the areas of her interest and takes community education such as aerobics.

What Do You Do As A Program Director? What Kinds Of Duties Do You Perform On A Typical Day?

I take my work on a daily basis. Much of my job consists of counseling and addressing crisis situations. This part of my work can be extremely time consuming. My job description includes spending one third of my time recruiting students, one third time counseling, and one third time in office duties such as writing reports and proposals. Very often though, I deal with crisis situations which leaves me less time for recruiting. So I use techniques I know work well in recruiting students. For example, I use networking with several other Indian education and community agencies and I utilize Augsburg Indian students, both those attending and those who have graduated. They are my best recruiters! When I get behind in the office work portion of my job, I frequently end up taking my work home. In counseling, I offer direct services to students in whatever problems they have that affects their education. I work with many older or re-entry women who receive some form of public assistance and who generally are single parents. Some of the women are also raising their grandchildren and serve as the matriarch of a typical extended family situation. There are many crises, such as day care problems, financial aid problems, housing, and chemical dependency, and hopefully I am helping them to learn to help themselves in these areas.

What Do You Like Best And Least About Your Career?

What I like best about my work is that I get a chance to meet a lot of people, tribal government officials, state government officials, students and many others. I meet and work with a diverse network of people. And because I have contacts in this network, I can usually find resource people to help students whenever a need or problems arises. I also like the flexibility my job offers allowing me time to interact with my own community. What I don't like about my work is having to deal with a lot of ignorance on the part of the public about American Indians. I have to say things that many people do not want to hear because it is unpleasant for them to deal with the injustices that have been committed against Indian people. One other area that generally disturbs me is the apathy I find among some Indian people. It is difficult enough to deal with the bureaucracy of an institution, but to deal with apathy on top of it can make my job difficult at times.

What Kind Of Education Or Training Did You Need For This Career?

When I applied for the position I have now, I had my Bachelor of Arts degree. I also had experience in community service programs working with Indian people. I have increased my knowledge and skills by taking graduate courses and training in such areas as management, proposal writing, word processing, and chemical dependency awareness.

Are Program Directors, Particularly In The Area Of Support Services To Indian People, In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

I would have to say that directors for Indian focused programs are not as much in demand as they used to be. A decade ago in Minnesota there was a greater demand for Indian people to work in the areas of minority support services at the college and university levels. Since that time, these programs have all too often been deleted from college budgets or they have been combined with other programs. I believe that minority support services are still needed, but getting the funding for their continuation remains a problem.

My advice for someone looking into my career field is not to limit yourself in serving only special populations. When you leave a position, such as the one I have, and go out into the larger job market, you find you are limited. In the long run, my advice would be to take courses that will continually expand your skills such as computer training or word processing skills. Step out and learn how to deal with many different groups of people.

How Did You Get Into Your Career?

When I graduated from the University, I wanted to work with my tribe because they had helped me through school. I did work for my tribe in the education office for four years. During that time, Augsburg College had set up a task force to find out why the college had not been successful in recruiting Indian students. I served as a member of that task force. We submitted a complete report with several recommendations, one of those being to create and implement an Indian support services program. This program was created in 1978 but the person hired to serve as Director did not stay in the position very long. Shortly thereafter, the Dean of the College called me and asked if I would be interested in serving as the Director of the program. I turned him down at first, not wanting to leave my tribal position and being somewhat reluctant to work in a church related environment. But the Dean was very convincing and I knew he was genuinely concerned about the program, so eventually, I sent him my resume. I was hired shortly thereafter. I usually don't like to stay in any one position for more than four years as I like to explore other areas, but surprisingly I have been at Augsburg College for seven years now. I have often thought about leaving my position but then I get involved with a new group of incoming students. My commitment to their educational experience is invariably strengthened. I feel I have been blessed in being able to work with very good groups of students, and I especially like working with women in their 30's and 40's who are re-entering school.

What Are Some Changes Going On In Your Career Field?

There are far fewer minority support service programs operating in colleges and universities in the state than there were a decade ago. The programs that are left, however, are good programs. Even in these programs, we work from year to year and we never know for sure when our program will be cut from the college budget. The conservative climate of the country right now means that the few programs that are left are struggling to maintain themselves. I really don't know what would happen if these support services were discontinued. I would guess that fewer Indian students would be retained in the schools, and overall not only would that be our loss but a loss to the colleges as well. Professionally and personally I believe Indian support programs do make a difference for Indian people.

What Is The Salary Like In Your Career Field?

The salary can run from about fourteen thousand to about twenty-two thousand dollars per year.

What Are The Advancement Possibilities For Program Directors Within The College Or University Setting?

If a person is working as a director of an Indian program, there is not much possibility of advancement in the college setting. In some cases, Indian support programs have been combined to form minority programs. But then, is there a real chance for advancement in this combination? I tend to think not. Some program directors also teach. But if they leave their position as program directors and teach full time, their salary is likely to be decreased.

Would You Encourage Other People To Choose Your Career Field?

I would like to see more Indian people working with colleges, vocational schools and other educational institutions in many different capacities. I am hesitant to encourage others to stay in a position like I have without reaching out and getting new skills. I would like to see Indian people working as college admissions officers, financial aid officers, and in other positions where they work with all the students. It is important for Indian people to get a foot in the door so they can be considered for all positions open in colleges and universities. However, if a good position did open up in an Indian support program, I would certainly encourage people to apply for it.

"...My advice for someone looking into my career field is not to limit yourself in serving only special populations. When you leave a position, such as the one I have and go out into the larger job market, you find you are limited. In the long run, my advice would be to take courses that will continually expand your skills such as computer training or word processing skills. Step out and learn how to deal with many different groups of people...".

Cooks and Chefs

The Cook plans, prepares, seasons, and cooks foods for restaurants, cafeterias, institutions, or special events. The Cook or Chef may prepare the foods at all stages, including opening cans or boxes, or be assisted by food service workers or an assistant cook. He or she operates appliances, and mixes ingredients using written or memorized recipes. The Cook seasons and tastes the food, using the various senses or a timer to judge when to serve it. The Cook may also cut or carve the food, put it on plates, and possibly serve it to customers. Knowledge of health rules and regulations in the workplace are essential in order to comply with state regulations and to insure food which is healthful.

The Cook needs average ability and a good knowledge of math and English. He or she must have good memory and the ability to visualize or project how a food should look, smell or taste when completed. To do this he or she must be capable of recognizing smell, color, texture, and so on. Good finger dexterity and eye hand coordination are necessary in order to work with kitchen tools and various foods. Persons who like precision, technical details, and who like to produce a product that the public will judge, may enjoy this career.

The career may be entered by several pathways. Some short order cooks start with only home experience or with months or years work as a helper or general kitchen worker. Others take several months to two years of formal education in high school, or vocational training settings. This kind of training program includes hands on food preparation, ordering food, planning meals, recordkeeping, and food storage. Others apply to large restaurants or hotels and take company sponsored training programs while working as a kitchen helper or cook's assistant. Professional associations also provide training.

The Cook salary is variable depending upon the level of education, experience, and kind of cooking position sought. An untrained cook's assistant can expect $3.50 to $5.50 per hour. Experienced cooks and chefs with union contract jobs can expect from $10,500 yearly to over $21,000 yearly. Typical work settings include restaurants and bars, hotels, hospitals, schools, colleges, and federal, state, county, and city facilities.

ADRIAN YELLOW
SCHOOL COOK

Adrian Yellow is the school cook at Heart of the Earth Survival School in Minneapolis. His title is Food and Nutritionist Specialist. Adrian was born at Red Lake, Minnesota and is a proud member of the Red Lake Band of Chippewa Indians. When he was growing up, he went to school in north Minneapolis and Kimball, Minnesota. He has received job training at the Occupational Skills Training Center, and successfully completed the Commercial Food Specialist course at Minneapolis Technical Institute. Adrian is very conscientious and dedicated to his career as a cook. Although he has had training as a chef, he feels he has not had enough experience to qualify for that title. Someday, though, he feels he will earn the experience necessary to qualify for the title of Professional Chef. In his leisure time, Adrian likes to go hunting, participate in sports, and watch sporting events.

What Do You Do As A Cook? What Is A Typical Day Like?

As a cook for a school, I prepare breakfast for 100 students and lunch for 180 students in kindergarten through 12th grade. I cook full meals - soups, salads, meats, vegetables, sauces, gravies, breads and desserts. I edit monthly menus, complying with guidelines for national school lunch and breakfast programs. I estimate and order food from three different commercial distributors. I fill out daily and weekly food production sheets. This information indicates what food is used each day, the quantities prepared and the portions served. Monthly and quarterly inventories are done. On special occasions such as graduation, I plan, prepare and serve as many as 500 meals for students and guests. On any given day, my most important job is insuring proper sanitation procedures are exercised in food preparation and storage areas.

What Do You Like Best And Least About Your Career As A Cook?

I like to cook because I get a feeling of satisfaction knowing I accomplish something each day. My job is not like a factory job where people watch the clock. For me, the day goes by very fast. Sometimes I wish the clock wouldn't move so fast. What I like least about my job is all the time I spend cleaning. What I like most is the challenge of operating a kitchen on my own. I also like being able to get to know the children at school. When I go into a store and meet students from the school, they always greet me. I like the recognition I get for my work.

What Kind Of Education Or Training Did You Need For Your Career As A Cook?

Basically, my chef's training at Minneapolis Technical Institute got me my job. I came for an interview and was told everything that I would have to do. I told them I didn't know if I could do all the work, but I would certainly give it a try. My training from the highly skilled and motivated instructors at M.T.I. was put to use immediately and has since given me the confidence to make it this far.

Are Cooks In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

Yes, cooks are in demand. But after a person gets training, it isn't that easy to get a good job right away. There are also times of the year that are better to find work as a cook than other times. The spring is a bad time because college students are also looking for work. Even though college students don't make better cooks, they get hired because they have the advantage of education. My advice for someone looking into my career is not to go into cooking unless you have a real interest in cooking. I wanted to go to cooking school since I was 17 years old. Finally, through a CETA program at the Minneapolis Indian Center, I got a chance to go. If you are looking into a cooking career, you have to be prepared for a number of things. You have to be prepared to stand on your feet a lot. And in restaurant cooking, you may have to work a straight shift. This means you may work eight hours without a break. Cooking is a high pressured job and there is not a lot of time to sit and relax. Cooks are always around heat and they often have to work in cramped quarters. Some kitchens are moderately equipped, and so you may have to end up preparing many things by hand. So for someone looking into a cooking career, they have to be prepared to work long hours, and to work nights, holidays, and week-ends.

How Did You Get Into Your Career?

When I was younger I used to spend a lot of time at my grandmother's house. I watched her make bread and pies and I loved to eat. So I cooked a lot when I was young. When I was 17, I worked in downtown Minneapolis and I had a chance to watch the kind of work that cooks do. I told myself I could do this kind of work. I also worked for a time at Juel Fairbanks in St. Paul and did cooking there. After that, when I was unemployed, I got into the CETA program at the Indian Center. They helped me get into chef's training at MTI. When I finished my training, I guess it was just luck that I heard about the cooking job at Heart of the Earth.

Would You Encourage Others To Choose Your Career Field?

I would encourage others only if they had an interest in the cooking area. I wouldn't encourage people to do anything unless they have an interest in the first place.

What Are Some Changes Going On In Your Career Field?

Cooking is a growing field and there is always a demand for cooks. After all, people always have to eat. Statistics show that more people are eating out nowadays. With more wives working, with population growth and new factories and businesses, there is an even greater demand for cooks. Cooks can get jobs in restaurants, hotels, schools, hospitals, and even companies that have their own cafeterias.

What Is The Salary Like In Your Career Field?

Most cooks are paid by the hour. If you are a salaried person, you can earn between 16,000 to 40,000 dollars per year. All chefs are salaried persons. Also, if you can get into a union as a cook, the wages will be higher because they are union wages. If you work as a cook in a restaurant, the benefits tend to be poor. However, if you are a cook in a school or hospital, the benefits are better. Here you can get vacation days, sick days and other benefits.

What Are The Advancement Possibilities In Your Career Field?

I don't consider myself a chef yet. But if a person can get into an organization like the Midwest Chef's Society, the advancement possibilities are good. To get into this society, a person has to have a certain number of points. They have to have a sponsor already in the society and they get points through education, experience and taking part in cooking competitions. If a cook can get these, he or she can get national certification. With this kind of recognition a cook can go anywhere and be employed. When I was a student at MTI, I entered the amateur cooking competition at the Upper Midwest Hospitality Show. I won a second place silver medal for my entry. I have never really met an Indian chef, and someday, I would like to be that person.

"...For me, the day goes very fast. My job is not like a factory job where people watch the clock. For me, the day goes very fast. Sometimes, I wish that the clock wouldn't move so fast....Cooking is a growing field and there is always a demand for cooks. After all, people always have to eat. Statistics show that more people are eating out nowadays..."

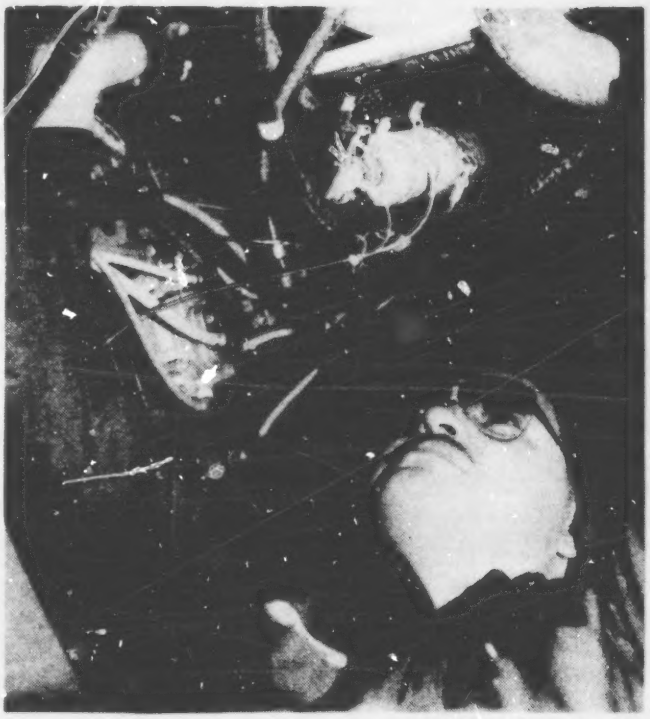
Heavy Equipment Mechanic

The Heavy Equipment Mechanic repairs and maintains diesel engines or heavy equipment such as construction vehicles, buses, trucks, and ships. First, the trouble must be diagnosed, by inspecting the equipment and asking questions of the driver or by reading their report. The engine or a particular system may be taken apart, in order to replace parts and repair the system. Also, periodic maintenance is done to prevent breakdowns and to keep the machinery in good operation. On a typical day, the mechanic may work on just one part of a vehicle, such as the electrical system or the brakes. Or, there may be many small jobs. Some mechanics specialize in one or more areas such as transmissions, major engine repair or electrical repair while others are generalists who are involved in repair of a generalized nature. Additionally, a mechanic may specialize in work with trucks, cranes, bulldozers, scrapers, or other kinds of heavy equipment.

The Heavy Equipment Mechanic should be able to determine abstract detail in drawings and objects. Good eye and hand coordination and manual dexterity are important. Also, good physical condition and some ability to do heavy lifting is necessary. Those individuals who like mechanical repair, diagnosing mechanical problems, and work on large motors and frames, may like this work. High school subjects include math, physics, electricity, drafting, welding, and auto shop courses.

Entry paths into the trade vary with a trend toward a need for educational training at a vocational or trade school. However, many of the current heavy equipment mechanics learned the trade on the job, starting with a high school education or military services background and starting on the job as a greaser or helper. Today, the best route is through completion of vocational or a technical training program in diesel mechanics and heavy equipment repair. Vocational programs will vary from twelve months to two years with some specialzed courses running for a number of weeks. An apprenticeship program of 8,000 hours is available and union membership is possible.

The median yearly salary is about $26,352 yearly in the Twin Cities with the highest average salary range at $28,176 yearly. Employers include companies and firms in the manufacturing, construction, transportation, and in the trade sectors.



STEVE MONROE
HEAVY MACHINERY MECHANIC

Steve Monroe works as a tractor-trailer mechanic for Rapid Ways Truck Leasing Company in St. Louis Park, Minnesota. A member of the Red Lake Chippewa Band, he was born in Minneapolis. He attended public school in St. Louis Park. After spending four years in the Navy, Steve began vocational training in heavy construction equipment mechanics at the Dakota County Area Vocational Technical Institute. He completed the program to become a certified mechanic. He now lives in Minneapolis with his wife and young son. When he is not working, Steve enjoys auto racing, swimming, and hunting.

What Do You Do As A Tractor-Trailer Mechanic? What Is A Typical Day Like?

My day consists of surveying tractors to make sure they are safe for the roadways. I repair minor problems. The biggest part of my job is trouble shooting. If something does not work right, I have to figure out the cause of the problem. I guess you could call me a truck doctor. I also have to do paperwork. I keep a record of the work I do on each tractor. I record what went into each repair and the amount of time I spent on it.

What Do You Like Best And Least About Your Career As A Tractor-Trailer Mechanic?

I like being able to take something broken, fix it, and get it going again. I also like the work atmosphere. I like the people I work with and I am always busy. I have to make a lot of decisions and my boss trusts my judgment. I have to figure out how to make repairs without a lot of extra expense to the company. What I don't like about my job is having to work outdoors in cold and rainy weather conditions. These are not what you would call ideal conditions for work.

What Kind of Education Or Training Did You Need For This Career?

For this kind of work it is best to have a high school diploma. Then it is important to have vocational training to get a foot in the door. The training I had was in heavy construction equipment but I switched over to tractor-trailer repair because it was easier to find work in this area and the jobs were not so seasonal. My vocational training didn't teach me everything I have to know in the work I do now. The training I got helped me to understand what is going on, but I learned a lot through experience.

Are Tractor-Trailer Mechanics In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

There are always jobs in this area. Some of the positions are advertised and others are unadvertised. Depending on how hard a person wants to look, there are jobs available. My advice for someone looking into my career would be to make sure this kind of work is what you want. If you don't enjoy working with machinery, then it is not the career to go into. You have to have a good strong back, you have to get dirty and greasy, and you have to be able to stay on your feet for long periods. Sometimes you almost have to be a contortionist in order to make the repairs you have to make.

How Did You Get Into Your Career?

I really wasn't sure what I wanted to do when I got out of the Navy. When I was still in the Navy, on a visit home, I stopped in to talk with my old high school counselor. He showed me the courses that were offered at Dakota County Area Vocational Technical Institute and they looked interesting. I enrolled in vocational training before I got out of the Navy, and I began taking classes as soon as I got out.

When Did You Decide You Were Going To Become A Tractor-Trailer Mechanic?

I decided to try out this career when my old high school counselor brought it up as a possibility. This career sounded interesting to me.

Would You Encourage Other People To Choose Your Career Field?

Yes, I would encourage others. It is a good paying field and the hours are fair. When a person starts out in this field, however, the work may be seasonal at first depending on whether you work on heavy equipment or tractor-trailers.

What Are Some Changes Going On In This Career Field?

I think trucking is always going to be around. Food and other materials and resources are always going to have to be transported. Knowing how to repair trucks is a specialized kind of skill, and there are not that many people out there who know how to do it.

What Is The Salary Like And What Are The Benefits Like In Your Career Area?

The starting salary can be from about 15,000 to 25,000 dollars per year. Tractor-trailer mechanics, depending on the company they work for, also get medical, dental and retirement benefits. There are paid holidays and sick leave as long as a person doesn't abuse the sick leave privileges.

What Are The Advancement Possibilities In Your Career Field?

From the position of mechanic, a person can go into sales or into management, such as becoming the foreman. If a person can handle these jobs, the pay increases, especially in the sales area.

To become the kind of mechanic I am requires a good mechanical aptitude. If a young person is interested in this career, it will help to take shop classes in high school, such as welding, metal working and small engine repair. If you are Indian and a member of a federally recognized tribe, you can also get financial help from your tribe to go through vocational training. My career is very satisfying to me. I think of myself as a professional and I take pride in my work.

Buyer

The Buyer or Purchasing Agent locates, compares, selects, and purchases volume goods for an employer. Buyers purchase items for wholesale or retail resale, whereas purchasing agents buy items for the use of a firm. Buyers are interested in the profitable resale of goods, while purchasing agents are interested in finding quality goods on a timely basis for the least cost. This category of worker examines the market through careful study, forecasting purchasing trends, general economic conditions, and buying patterns of customers; determines the type of financing or terms of sale; and makes arrangements for the delivery of the goods.

Buyers and purchasing agents need good judgement to make purchasing decisions. They also need good verbal, analytical, and numerical abilities to handle negotiations, to study prices and trends, and to formalize sales and shipping. Buyers must like attending meetings and trade shows, and learning what motivates and attracts customers. Purchasing agents must have a high degree of technical knowledge, and like business contact with wholesalers, shippers, and executives of their own firm.

Extensive experience, a college degree in a related area, or both, may be required of entry level buyers and purchasing agents. The buyer or purchasing agent may enter as a trainee with considerable experience in related functions, but is also likely to have completed college coursework or a two or four year degree in merchandising, retailing, or purchasing. The purchasing agent may also have training or a degree in a technical area such as engineering. Trainees are usually highly supervised, but are held accountable for any purchasing decisions they make. Experienced purchasing agents can take four examinations to gain recognition for their experience and education. Passing these examinations results in gaining the title of Certified Purchasing Manager. In the public sector, specific combinations of experience and testing result in being designated as a Professional Public Buyer or as a Certified Public Purchasing Officer.

The median 1984 salary for buyers and purchasing agents in the Twin Cities area was $1912 per month. Those starting out as trainees can expect to earn from $17,000 to $20,000 per year. The lowest 25% of workers in this field in the Twin Cities earn an average of $1590 per month. Buyers are likely to be paid in a narrower range than purchasing agents, who may start at a lower rate of pay but can also attain higher salaries than many buyers. Employers of buyers include retail trade, 63%, and wholesale trade, 37%. Purchasing agents are hired by all sectors of employment, with 67% working for manufacturers and 11% in services.

MARJORIE GYSLAND
BUYER HONEYWELL, INCORPORATED

Marjorie Gysland is a buyer for the Defense Systems Division of Honeywell, Incorporated. Her office is located at the Distribution Center in New Hope, Minnesota. She has been employed at Honeywell for the past 12 years. Of Chippewa descent, she was born in Cass Lake, Minnesota. When she was still quite young her parents moved to the Twin Cities. Marjorie attended St. Louis Park Public Schools and after graduation, she received training to become a cosmetologist. Later, she took courses in business administration at the University of Minnesota and a buyer development course at Mankato State University. In addition to her work as a buyer, Marjorie serves as a representative of the American Indian Concerns Committee of Honeywell, Inc. This committee is composed of employees of American Indian descent. With three young children, Marjorie has little time to spend on hobbies or special interests. She does have an active interest in Indian education and she keeps informed about new develop-

ments and programs in the field. During rare moments of leisure time, she enjoys singing and playing the guitar.

What Do You Do As A Buyer? What Is A Typical Day Like?

I place orders for different departments at Honeywell. These purchase orders include military hardware, non-metalic raw materials and heat shrinkable items. I expedite, check on orders and follow-up to make sure orders are delivered. If orders don't arrive on time, the work of different programs is held up. I do a lot of estimating of costs and bidding of items I purchase. As a buyer I have to do a lot of negotiating of prices and I have to know the laws regarding government contracts and purchasing. I also do quite a bit of paperwork and I have to know how to fill out each kind of form and the areas to fill out. Much of my work takes place by telephone, and sometimes I feel like my ear is glued to the phone. I have to make calls and talk with suppliers all over the country. Right now, I am also serving as chairman of the Winning Edge Committee. This is an incentive program designed to help motivate departments to be more productive. I sometimes help organize special events such as retirement parties and picnics.

What Do You Like Best And Least About Your Career?

What I like best about my job is that it involves a lot of variety. My work is never routine. I also like working with people. What I like least is the stress associated with my job. Problems always come up and I have to help solve these problems in order to please different programs. The problems and conflicts are a part of my job.

What Kind Of Education Or Training Did You Need To Become A Buyer?

Ideally, a person in my position should have a college degree, preferably in something like business or engineering. In my case, I qualified as a buyer because I had both on the job training and experience in this area. I started here as a file clerk, then as a purchasing clerk, then associate buyer and finally, buyer. I took courses at Honeywell in negotiations, accounting, government contracts, quality control, procurement planning and cost and price analysis.

Are Buyers For Corporations In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

Yes, the position of buyer for corporations is in demand. Last year, Honeywell hired quite a few people, especially people who have engineering backgrounds. My advice for someone looking into my career is that you have to have patience in this kind of work. Patience is necessary in dealing with many different people and problems.

How Did You Get Into Your Career?

I just went in and applied for my first position. I was hired the same day. I was originally hired as a file clerk. Then the company paid for the schooling and training I needed to work my way up to the position I now have.

When Did You Decide You Were Going To Become A Buyer?

I applied for the buyer position when it opened up. By that time I had enough training and experience to know I could handle it. I was one of the first people chosen when Honeywell created the associate buyer level. Actually, I was doing much of the kind of work I do now already.

Would You Encourage Other People To Choose Your Career Field?

Yes, I would encourage others if they think they could handle the stress that goes along with the position of buyer. My job is fun and I have fun negotiating purchases to get the best deal for the company and all of the challenges of the job.

What Are Some Changes Going On In Your Career Field?

When I first started at Honeywell, buyers were not particularly important. Now it is a key position and we are being looked at as professionals. Buyers are becoming more important because corporations like Honeywell are doing less manufacturing and more sub-contracting out. Our company is put in a position of having to be more and more competitive. This means that the manufacturing end of the business takes place where the costs are lowest. These trends increase the importance of buyers in companies.

What Are The Advancement Possibilities In Your Career Field?

There are several different kinds of advancement possibilities. First of all, there are different levels of buyers. There are also supervisors, managers and directors. From the position of buyer you can also go into the production or marketing end of the business. There are many opportunities to move around in the company on several different levels.

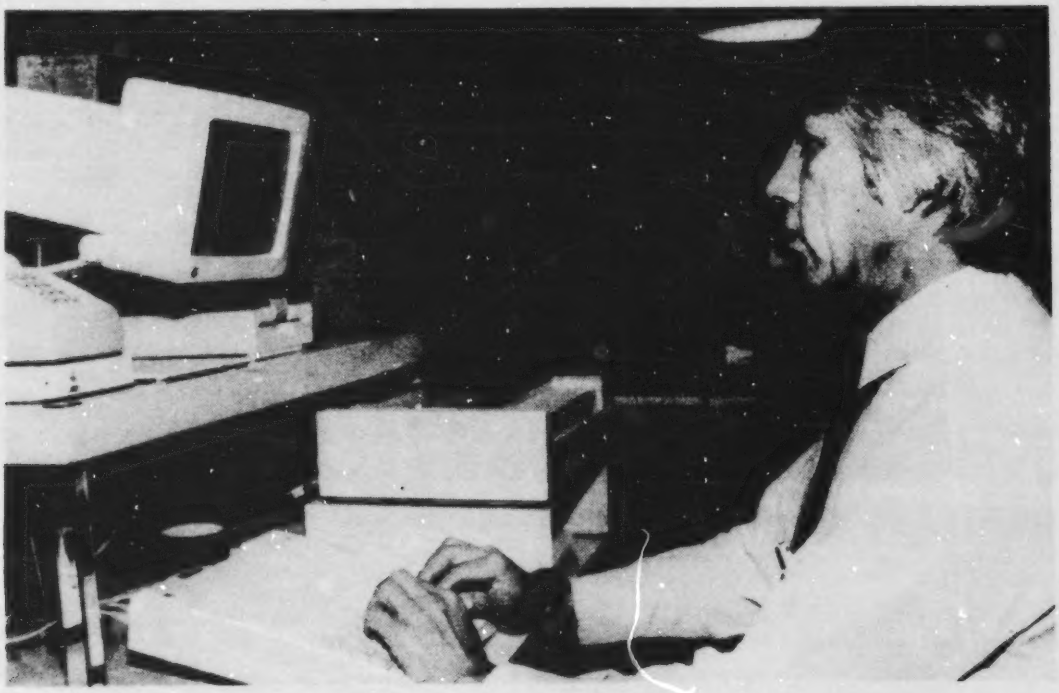
Computer Systems Analyst

The Systems Analyst develops methods of data processing to solve problems in business, science, research, and other areas of application. Systems analysts write charts and diagrams to assist programmers and users of programs in understanding how a particular program has been written, modified, or should be used. They may also do cost analysis for customers of existing or proposed computer systems; set up methods for testing and de-bugging programs and procedures; and develop operating systems appropriate to the applications, environment, and hardware of the computer system. Many systems analysts are given a problem expected to be solved by computerization, and work closely with scientists or business people to find a data method that will in fact solve the problem.

Systems analysts need analytical ability and technical knowledge in computer programming and a field such as finance, engineering, mathematics, business, or management. They must like working with and communicating technical data, and working with computers. All systems analysts have extensive experience programming computers, and will need to operate computers from time to time. The need to meet deadlines and the degree of responsibility can result in some stress and tension, which the systems analyst must be able to cope with. Most systems analysts work in urban areas, and generally are not required to travel as a condition of their employment, although a few employers may require this.

Most systems analysts have a college degree, but not always in a computer related area. Some may have two years of programming courses in conjunction with a degree in science, business, or math. Also important is at least several years experience as a computer programmer. Over half of entry level systems analysts are former programmers. Local vocational and technical schools offer certificate programs in computer programming, and area colleges grant degrees in computer science. However, knowledge of and experience in programming languages, operating systems, and data base management are more important than most degrees in this field.

Entry level systems analysts earned a median salary of $2396 per month in the Twin Cities in 1984. Those working as computer operators in the Twin Cities earned an average of $1400 per month, while programmers earned an average of $1629 per month. Employers include manufacturing, 59%, finance, 10%, services, 14%, and all others 17%.



JOHN HUNTER
COMPUTER SYSTEMS ANALYST

John Hunter works for the Sperry Corporation in St. Paul as a systems analyst. In the computer industry, a systems analyst is the next step or level beyond the position of computer programmer. Before accepting this position, John had a great deal of experience as a computer programmer. A member of the Winnebago and Creek tribes, John was born in Phoenix, Arizona on May 20, 1937. When he was growing up, he attended public schools in Wichita, Kansas. After graduation from high school, he enrolled in classes at Wichita State University. From Wichita State, he received a Bachelor of Arts degree in mathematics. He is currently working on a Master of Business Administration degree from the College of St. Thomas in St. Paul.

In addition to his full time job, John is serving as Chairman of the Indian Health Board. In his leisure time, he does a lot of running. He participates in a variety of distances from the three mile run to marathons. In 1981, he took part in the famous Boston Marathon. John also enjoys cross-country skiing and dancing at pow-wows.

What Do You Do As A Systems Analyst? What Is A Typical Day Like?

I work with other programmers to help the people who buy our computer equipment with the problems they have in using the equipment. If users are having a software (programming) problem, they call a number in Roseville or St. Paul for help. If the problem is in the area of communications, they call me because this is my area of expertise. I diagnose the computer problem. To help me identify and correct the problem, I use programs within the data base to match user problems with general problems that arise in computer programming. Sometimes problems come up that are unique to the program of the user. In this case, I rely on my general background in computers to help solve the problem. In problem solving, my wide background and knowledge of computer software has been very useful to me.

What Do You Like Best And Least About Your Career?

I find my work as a systems analyst in the computer industry to be very challenging. It is an always changing field with new products and new materials to keep up with, to learn about and to understand. I also like the opportunity I get to move around in the company. This opportunity is important to me because I don't like to stay in one position for too long. What I like least about my career is that as a systems analyst, I am always dealing with problems in computer software and never with the more positive side of the industry. This can be frustrating at times because I realize I get a slanted view of what is going on in the field.

What Kind Of Education Or Training Did You Need To Become A Computer Programmer/Systems Analyst?

Today, most schools in the Twin Cities area offer a computer science degree. When I was starting out, this degree was not widely available. With a degree in math, I had to pound the pavement to get my first job. I started out working as a computer operator and worked my way up in the computer field. Even today, it is difficult to start out as a programmer or systems analyst. Someone interested in my career may have to begin as a computer or key-punch operator. Having a degree in computer science helps, but the degree alone does not guarantee that a person will be good at programming or even happy in this career. Direct experience is the best way of finding out.

Are Systems Analysts/Computer Programmers In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

There is a good market for systems analysts and computer programmers in the Twin Cities area. These positions are in demand now and they probably will be for quite some time. Those looking into a programming career should not worry about the level at which they start out. The important thing is to get a foot in the door, and get that first job. Then with a solid job, no matter what it is, it is possible to move around in a company or with other companies.

How Did You Get Into Your Career?

I originally worked with the software that was being developed by computer users. One of my assignments was to help write and maintain a computer based payroll system for Houston Lighting and Power Company. After working in the area of user software, I decided I would like to know more about the software needs of computer

manufacturers. This interest led me to the Twin Cities where I began working for a company in the data processing field.

When Did You Decide You Were Going To Become A Computer Programmer/Systems Analyst?

I have always wanted to work with computers. When I first became involved, there was no such thing as a computer science degree. So I used my background in mathematics to work my way into a computer programming career.

Would You Encourage Other People To Go Into The Computer Field?

Yes. It is quite an exciting career. A systems analyst is a general term that companies use for what can turn out to be many different kinds of specialized careers. With the expansion going on in the computer field, a person can create their own kind of career.

What Are Some Of The Changes Going On In Your Career Area?

There is the new field of artificial intelligence. This involves computers that can actually go through a decision making process. The company I work for is beginning to look into this new development. There is also the micro-chip industry, which is responsible for the number of home computers that are now available. There are other new developments, but my job is more concerned with the maintenance of computer software already being used.

What Is The Salary Like In Your Career Field?

With a degree in computer science, a person can start out with an annual salary of eighteen to twenty thousand dollars. With increased experience in the field, the salary can go up.

What Are The Advancement Possibilities for Computer Programmers And Systems Analysts?

In the company that I work for, programmers and analysts can break into management positions. Those with highly technical knowledge can help make management decisions. They can also go into marketing products, they can help write proposals, or they can go into the field and help maintain user software. Even if a person chooses to stay in a particular position, he or she is eligible for salary increases. From the position I now have, I would like to move into the area of marketing.

I have a career where there are few other Indian people. I would like to see more Indian people get into my career field because I think it is something they would enjoy. While there are job frustrations, there are also financial rewards and the reward of mental stimulation. My career is very satisfying to me.

"There is a good market for systems analysts and computer programmers in the Twin Cities area. These positions are in demand now and they probably will be for quite some time.."

Radio Broadcaster

Announcers and newscasters give on-the-air presentations of news, weather, sports, and commercials; conduct interviews; report on features and hard news stories; and ad-lib commentary. They often specialize in a particular type of programming, doing research and writing copy on that specialty. Most announcers at radio stations are disc jockeys, who play recorded music. At small radio stations, announcers may also operate the control board, write both commercial and news copy, and sell commercial time to advertisers. Large radio stations have more specialized on-the-air personnel and larger broadcast production teams.

Television has specialized on-the-air personnel in the persons of anchors, reporters, and news analysts, or commentators. The anchors, or newscasters, read news and introduce videotapes prepared by news reporters. Reporters follow up on leads and current news events, often broadcasting directly from the scene. Commentators interpret and discuss current events and issues. Television has larger broadcast production teams than radio, with major metropolitan area television stations the largest of all; producers, directors, camera operators, graphic arts specialists, and broadcast technicians are all needed to provide the final product as seen at home.

Announcers and newscasters need to have well-modulated and pleasant sounding voices, good timing and delivery, and an ability to meet tight deadlines and perform within exacting and demanding schedules. While education and training for this career is valuable and important, doing well on auditions that provide samples of one's work is equally as important. Despite the drawbacks of working in a fast-paced, high pressure environment, and long and irregular hours, many individuals working in these careers feel that the challenges, interesting assignments, and excitement of working in broadcast media greatly outweigh the disadvantages.

A liberal arts education combined with a broadcast journalism degree provides good training for prospective announcers. Another option is completion of a vocational school program in radio/TV broadcasting. Courses that provide needed background include English, speech, drama, and electronics. Schools can help arrange part-time employment or summer internships, and volunteer experience working in radio or television can provide training and experience that can help in competing for entry level positions.

Nation-wide in 1980, announcers and newscasters in small radio stations earned an average of $150-$160 per week. Pay is considerably higher in TV than in radio, and in large stations rather than small. Opportunities are better for entry level positions in radio than in television, and in small markets rather than large. Announcers typically begin in small stations, and after several years experience, move up to better paying positions in large stations. With improvements and expansions in communications technology, more opportunities are expected for announcers and newscasters, but this will remain a highly competitive career to enter.

BOB METOXEN
RADIO BROADCASTER

Bob Metoxen is a radio news anchor and reporter for the Minnesota News Network in the Twin Cities. He is of Oneida-Chippewa descent. He was born on September 10, 1954 in Siren, Wisconsin. When he was growing up, he attended public schools in Grantsburg, Wisconsin. To further his education, he enrolled in classes at Northwestern College in Roseville, Minnesota and Brown Institute of Minneapolis. In 1973, he received his broadcasting certificate from Brown. Bob truly enjoys his work in radio broadcasting. In fact, he cannot think of anything he would rather do. In his leisure hours, he collects sports paraphernalia and attends sporting events. He particularly enjoys Minnesota Twins baseball and North Star hockey games. He has always had a secret ambition to become a sky diver. Finally, in 1981-82, he took up the sport. Even though he admits he is somewhat afraid of heights, he has made six jumps and he plans on making more.

What Do You Do As A Radio Broadcaster? What Is A Typical Day Like?

The Minnesota News Network is a division of Minnesota Public Radio. The station distributes newscasts seven days a week to 40 stations in the state. It also has affiliated stations in North and South Dakota. In addition to newscasts, the station airs farm market reports, sportscasts, and special events. My job is to gather, write and broadcast the news. On a typical day, the Governor might hold a news conference. I would cover and tape the conference. Then I cut tape and use portions of it for my radio broadcast. On a typical day, I might also write up other news stories and put them on the air. The news segment I am responsible for is five minutes long. In this period of time I can cover several news stories. These may include a political story, a crime story or a natural disaster somewhere in the state. If a story breaks out-state, the affiliated stations supply this information to my station by phone. I often interview people by phone. I tape record the conversations and then use portions of each interview for the newscasts.

What Do You Like Best And Least About Your Career?

I enjoy my career as a radio broadcaster tremendously. As a radio news person I get a chance to use the talents and abilities that I have. I love the diversity and excitement of my work. A broadcasting career, however, does require long and irregular hours. It is not unusual for me to begin covering a story at six or seven in the morning and wrap up the story around midnight. But for me, the long and irregular hours are not a job handicap. Each week my duties are a bit different and I can schedule my other plans around my work hours. For me, the benefits of a broadcasting career far outweigh the problems.

What Kind Of Education Or Training Do You Need For A Career In Radio Broadcasting? Did Your Training Prepare You For What You Actually Do?

I got my basic training in broadcasting at Brown Institute in Minneapolis. Brown offers a very thorough and excellent program. Students are given a great deal of individual attention. Another path toward a broadcasting career is to go to college and major in the field of broadcast journalism. It is also possible for someone to work their way up into broadcasting. The most important ability a person needs to have is to be able to talk into a microphone and sound intelligent. This skill also requires a good reading ability. For news broadcasting in particular it is important to have a good background in English, history and current events. The training I got at Brown was very good. But I found I learned a great deal more on the job in a very short period of time.

Are Radio Broadcasters In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

Radio broadcasters are always in demand. In addition to the constant turnover of personnel in radio, there are many different kinds of jobs available in radio and TV. There are newscasters, commercial copywriters, those who record commercials, sportscasters, sales persons and many other positions. People who are intelligent, who have good voices, and who have creative minds are always in demand. To get into this career, a person has to be prepared to work from the bottom up. They cannot expect to have the top job right away. I worked for radio stations in small towns for six years before I had a chance to work at a station in the Twin Cities. It takes effort and experience to advance in the field. There are exceptions, but generally one has to be patient and work up to the better positions. My advice to someone interested in a broadcasting career is to set your mind to it. This means keeping at it, being creative and doing something different than the next person. It is also important to be nice to people and have a good attitude.

What Are Some Of The Changes Going On In The Field Of Radio Broadcasting?

Right now, there is an opportunity for people to specialize in certain areas of broadcasting. When I was at Brown Institute, the training was more generalized. Now there is greater specialization taking place in the training. It is a wide open career field, and broadcasters are needed now more than ever before.

What Is The Salary Like In Your Field?

The salary range can be quite variable. Barbara Walters, for example, makes two million dollars a year. When someone first starts out in broadcasting, they can expect to make around twelve thousand dollars a year. In mid-sized cities, the salary range for broadcasters can be from twenty to forty thousand dollars a year. In very large cities, such as Los Angeles or New York, the salaries, especially in TV broadcasting, can be over forty thousand dollars a year. If a person is good at broadcasting, he/she will do alright in the long run.

What Are The Advancement Possibilities In A Broadcasting Career?

Nearly everyone has to start at the bottom of the career ladder in broadcasting. There are good chances to advance, however. If a person does their job, whatever it is, and has a good attitude, the advancement possibilities are very good.

How Did You Get Into Your Career?

My career choice came somewhat by accident. I was a senior in high school and I still didn't really know what I wanted to do with my life. I went to see my high school counselor one day and he had a set of career brochures on his desk. One was from Brown Institute. This brochure had a cover picture of a man on the air playing records. I said, "This is what I want to do." The counselor took the brochure away and told me I didn't really want this. Fortunately, I didn't listen and a few months later I was on the air in my hometown. If a person really wants to do something, he or she should go after it and not let anyone stand in the way.

Would You Encourage Other People To Choose A Radio Broadcasting Career?

Definitely yes! The broadcasting field is the greatest secret in the world. I love what I do and I actually get paid to do what I love. Both radio and TV broadcasting are wide open fields. With the advent of cable, TV is expanding and there are more and more radio stations. Tribes are also starting their own stations and they too are looking for trained broadcasters.

"...As a radio news person, I get a chance to use the talents and abilities that I have. I love the diversity and excitement of my work...For me the benefits of a broadcasting career far outweigh the problems..."

TV Producer and Co-Host/ Health Promotions Coordinator

Public relations workers deal with consumer and community relations, organizational and political campaigns, interest-group representation, and recruitment; write press releases, pamphlets, brochures, and booklets; and research and gather information. They make presentations at community organizations and schools, arrange meetings and conventions, and prepare materials for publication. They contact media representatives from print, radio, and television to provide information for broadcast or print. Many newspaper articles and radio or television announcements originate from the public relations worker, often on public issues such as the environment, safety, health, or nutrition.

Creativity, initiative, and excellent written and verbal communication skills are necessary for success in the communications field. Important personality characteristics of public relations workers and broadcasters are self-confidence, extroversion, and knowledge of human behavior. Individuals in these careers often work irregular schedules, and need to adapt to working extra hours or during evenings and weekends. Broadcasting and public relations are highly competitive occupations to enter, and prospects are best for those with some media experience and solid academic preparation.

A college degree in journalism, speech, communications, public relations, advertising, or radio/TV broadcasting, combined with practical experience, is optimum preparation for someone wanting to enter public relations or broadcast journalism. Some firms prefer to hire college graduates for public relations positions with backgrounds related to a firm's business. Public relations and journalism are closely related fields, and in fact, many public relations workers began their careers as journalists. Schools can help arrange part-time employment or summer internships, and volunteer experience writing for a school publication or working in radio or television can provide training and experience that can help in competing for entry level positions.

As of 1982, the public relations worker in the Twin Cities could expect to start in a position at a college, non-profit agency, or large ad agency at about $10,000 to $14,000 per year. With successful experience, the public relations worker will earn much more. Median salaries for experienced workers ranged from $30,000 in hospitals to $50,000 in public relations firms. Twin Cities employers include P.R. firms, 34%; manufacturing, 29%; trade, 14%; finance, 8%; and government, 5%. Those beginning as public information specialists with the Federal Government start at a higher salary than private sector employees. Salaries for experienced workers are highest with corporations.

CAROLEE FRANCIS
HEALTH PROMOTIONS COORDINATOR
TV PRODUCER AND CO-HOST

Carolee Francis is an Oneida woman. She was born on April 28, 1957 in Green Bay, Wisconsin. She graduated from Shawano High School and received her Bachelor of Science degree from the University of Minnesota in Speech Communications. She works as a health promotions coordinator for the Minneapolis Indian Health Board. Her job entails the promotion of wellness in the clinic and the community. In addition, Carolee serves as a producer and co-host of the TV show Madagimo. Madagimo, which means "messenger" in the Chippewa language, is an Indian public affairs program aired on Sunday mornings on WTCN-TV. She considers both her jobs as a part of her career in the communications field. In her leisure time, Carolee enjoys racquetball, dancing, going to musicals and fishing.

What Do You Do As A Health Promotions Coordinator? What Is A Typical Day Like?

My job entails anything from writing, photography and graphic production of brochures to annual reports, news releases, mailings, invitations and the monthly in-house newsletter. The newsletter includes tips about nutrition, exercise, services being offered at the clinic and dental hygiene. The brochures that I produce are usually for specific departments within the Indian Health Board. I also teach an exercise class every week open to employees and the community. Sometimes I am involved in special projects; for example, last summer an exercise class was introduced at the Anderson Summer School program. We will be continuing that class again this year.

What Do You Do As A Producer And Co-Host Of A TV Show?

I do a portion of the shows that are aired, especially when the shows are health related. Our upcoming show is going to be a cooking show. For me, this topic will be a new experience. Generally, I get guests and visuals for the upcoming shows. I look for people who have new ideas to discuss, and sometimes, community people ask to be on the show. They ask to be interviewed when they are promoting an upcoming community event or an Indian program they want the community to know about.

What Do You Like Best And Least About Your Career?

What I like best about my career is that I always have something different to do. One minute I may be cooking a luncheon, and the next minute I am at the printer's office arranging for a brochure to be printed. No day is ever the same. What I don't like is that sometimes my career can become very hectic, and I would love to sit back and watch it all go by.

What Kind of Education Or Training Did You Need For Your Career?

I do have a college degree in speech communications. But in terms of the job I have now, I think my training and experience has been very important. I have had a couple of internships. I worked for the Skyway Freeway Newspaper as an editor for part of the entertainment section, and I also interned for Storer Cable. At one time I wrote commercials for an ABC affiliate station. This sparked my interest in getting a degree in the media field. My college degree helped me get my job but I think my work experience weighed equally. TV stations and advertising agencies really look at what a person has done in addition to what kind of education he or she has.

Are Health Promotion Coordinators In Demand?

I have noticed that more and more hospitals and clinics are developing public relations positions within their health organizations, since hospitals and other health organizations are moving more in the direction of preventative medicine. The idea is that the more the community knows and understands concerning health, the better impacting effect it will have.

Are TV Producers And Co-Hosts In Demand?

This is an especially tough area to get into as a career. It is very competitive and difficult to break into. For a career in TV, you have to pay your dues and start at the bottom; it takes time to climb up the ladder.

Do You Have Any Advice For Someone Looking Into Your Career?

I would say that if a person is in college, he or she should get as many kinds of job related experiences as possible. These experiences can include working for advertising agencies, a small cable station, or in a newspaper setting. Because of the previous job experiences I had in these areas, it has enabled me to be very flexible in my job.

How Did You Get Into Your Career?

One of the reasons I think the Indian Health Board hired me was because I had three years of college training towards becoming a registered nurse. So I have had some medical background along with practical experiences in print production and TV. By having this background it makes it easier for me to translate medical jargon into layman's language.

When Did You Decide You Were Going To Become A Health Promotion Coordinator?

I think I decided when they offered me the position. I have been here for about a year and a half now. I have been co-hosting Madagimo since last November.

Would You Encourage Others To Choose Your Career Field?

Yes. It's great! I like being able to be with lots of people. I enjoy the constant change in my activities, and I don't mind every persisting deadline.

What Are Some Changes Going On In Your Career Field?

One of the biggest changes is that health agencies are beginning to advertise their services. Hospitals, clinics, chemical dependency treatment centers and other health agencies are advertising in newspapers, on TV or radio. These agencies are looking for people in positions such as mine who have a health background and a media background as well. We can project a positive image of the agency and their services to the public. I would say that one of the biggest changes is that people in my field are going to be in greater demand in the future.

What Is The Salary Like And What Are The Benefits Like In Your Career Field?

For a person in my position, the salary can range between 14,000 and 19,000 dollars per year. Most people would start out at the lower end of the salary scale. The medical and dental benefits are very good at my job. My husband and I have use of all services offered at the clinic. My position as producer and co-host of Madagimo is a volunteer position.

What Are The Advancement Possibilities Like In Your Career Field?

If a person in my position works for a large corporate health service agency, he or she has more options in the public relations area. While I volunteer my services as a TV co-host and producer, this is one way to get a foot in the door. If I were looking for a permanent job in TV, my experience with Madagimo would certainly help.

"...I would say that if a person is in college, he or she should get as many kinds of job-related experiences as possible. Because of the previous job experiences I had in these areas, it has enabled me to be very flexible in my job..."

Bus Driver

The Bus Driver operates buses to transport people within or between cities. Before starting their route, the drivers inspect the bus, changing route signs or making sure that baggage is loaded. He or she keeps report forms and collects tickets or transfers. As passengers are picked up at boarding platforms or bus stops, the driver answers questions and notes the individual passenger's form of payment. The driver tries to stay on schedule and still be alert to traffic and to the needs of passengers. Intercity drivers help passengers in loading packages or baggage. Every driver turns in a report on fares and mileage at the end of each day or trip. If engaged in charter bus or intercity driving, he or she must also submit a report on hours work and the distances traveled to meet U.S. requirements.

Bus drivers need good health, eyesight, and driving skill. Also, he or she must have tact in dealing with people. Those who like public contact and routine tasks, along with an interest in machines, particularly vehicles, may like this career. Course completion in English and the completion of a general education are recommended.

Aspiring bus drivers should have a high school education plus some truck or bus driving experience. A person interested in this career should investigate the company requirements at more than one company. Tests include physical, sight, and written exams. The exact requirements to pass depend on the company and federal regulations. Knowledge of regulations and a quick grasp of bus schedules require English proficiency and good testing skills. For most companies, trainees must establish successful completion of a training period and must show that they can follow the rules, learn routes, fares, and procedures. There may exist a minimum age requirement of twenty-one years of age or older, and some form of continuing monitoring of emotional stability may be done by the company after one is hired.

The national average for big city bus drivers is about $9.00 an hour. Twin Cities MTC Drivers have a salary which ranges from $9.23 an hour to $13.52 per hour. Bus drivers can work for one of several large companies or for a smaller independent charter service, or for a school district. In the case of bus companies, local companies make up 73% of hired drivers. Only 3% work for intercity lines and the other 24% work for schools.

ANITA JOAN HOWARD
BUS DRIVER

Anita Howard works as a bus driver for the Metropolitan Transit Commission in Minneapolis. A member of the Ojibway nation, she was born in Ponsford, Minnesota on the White Earth Reservation. She attended high school in South Dakota. Anita has received vocational training as an aircraft technician. She began her training at Skyline Aviation and completed the program at the Minneapolis Technical Institute. Her training qualifies her to inspect and repair airplanes. When she was accepted for the position of bus driver with MTC, she went through additional training sponsored by the bus company to qualify as a full time driver. In her spare time, Anita enjoys reading, bowling, and camping.

What Do You Do As A Bus Driver? What Is A Typical Day Like?

Depending upon the time I am scheduled to work, I often get up at four in the morning in order to arrive at work ten minutes before I am scheduled to drive. I drive to the starting point and then begin picking up customers. Since I am a full time driver, I work for eight hours at a time. The paperwork connected with my job consists of filling out trip sheets.

What Do You Like Best And Least About Your Career As A Bus Driver?

MTC offers first aid training to anyone interested in working with Project Mobility, a division of MTC providing transportation for the elderly and the physically handicapped. It's the work I enjoy best. I was a driver for the senior citizens' centers in Minneapolis for the first 5 months I worked for MTC as a part-time driver. That was a wonderful job. I had to give it up in order to become full-time. There really isn't any part of my job I dislike now, but in the beginning you have a few doubts. When you are behind the wheel you represent MTC, so if some passenger has had a bad experience with another bus, or just a bad day altogether, or maybe you're running a few minutes late during rush hour, this person gets on your bus in this cloud of irritability and defensiveness, waiting for the last straw, and of course you give it to him, because he's forgotten the extra 15 cents for rush hour. I still do main line driving, and even though I feel I'm not a seasoned driver yet, it's pretty difficult for anyone to ruin my day. All it takes is one time, and you learn to let go. The majority of your passengers are very nice.

Would You Encourage Other People To Choose A Bus Driver Career?

I would encourage Native Americans to look into a bus driving career because the percentage of drivers who are Native American is very small. At MTC there are 4 other Indian women in my position and perhaps no more than 12 men. The requirements to become a bus driver are not that difficult and it's a good job.

What Are Some Of The Changes Going On In Your Career Field?

MTC is considering light rail transit. They are experimenting in other states by putting handicap accessible buses onto the mainline routes. Project Mobility's budget is funded by the State of Minnesota in a legislative mandate to provide low cost transportation for the elderly and physically handicapped. Project Mobility provides 45,000 rides per month.

Are Bus Drivers In Demand? Do You Have Any Advice For Someone Looking Into A Bus Driving Career?

MTC will specify a day when they will accept applications for new drivers. These applications can run into the thousands. When they do begin hiring, they will have kept some of these applications for their files and that's who will be notified. To be considered, a good driving record is a must. A past work history of three years and a good credit rating are required. It also helps to have a class B driver's license. To be a bus driver requires a lot of patience in dealing with customers. It can be frustrating. You are actually being screened during your interview. You are asked your reactions to hypothetical situations. You must give your feelings and how you would handle them. You are given a physical examination, which includes a hearing and vision test. You are checked for anything else that might impair your ability to operate a bus safely.

How Did You Get Into Your Career As A Bus Driver?

I originally wanted to work for the Metropolitan Transit Commission as a bus mechanic. But I found out that being a bus driver is actually a better position. I got a job driving a school bus for a time to get the experience. I have friends who are drivers for MTC and also a friend who works in the graphic arts division. They let me know when the company was accepting

applications so I went down and applied. MTC called me a month later and offered me a driver position.

When Did You Decide You Were Going To Become A Bus Driver?

I had been thinking about becoming a bus driver for about four years. I drove a school bus for awhile to get experience so when I did apply at MTC I was in a better position to be considered for hiring.

What Kind Of Education Or Training Did You Need for This Career?

The basic requirements are to be able to read, write and understand English. Every new driver has to go through a six week training program sponsored by MTC. At the end of the training drivers must pass a 162 question test and score 95% or better. If they do not score this high, they go back into training. All drivers have to learn all the bus routes in the city from the garage they are assigned. This involves learning quite a few routes. When drivers are being trained, they receive a minimum wage, then they go up to the starting salary.

What Is The Salary And What Are The Benefits Like For An MTC Bus Driver?

The salary and the benefits are both excellent. Bus drivers for MTC belong to one of the best unions in the country. In fact, I think our union is rated third in the nation. For the position of bus driver, the starting salary is $9.23 per hour and the top salary is $13.52 per hour. Drivers get 100% coverage for health and dental needs, for eyeglasses, and for personal counseling. Drivers have a pension plan, life insurance coverage, and we have our own credit union.

What Are The Advancement Possibilities As An MTC Bus Driver?

At MTC, drivers can get 100% coverage of the costs involved in continuing their education if their education is in an area where they can work for the company. In other areas of education, drivers can get 50% of their educational costs covered. Drivers can also be considered for management positions in the company, if qualified. All openings are posted internally before being submitted to the general public.

"...To be a bus driver requires a lot of patience in dealing with customers. It can be frustrating. You are actually being screened during your interview. You are being asked your reactions to hypothetical situations. You must give your feelings and how you would handle them.....There isn't any part of my job I dislike now, but in the beginning you have a few doubts..."

Company President

The Company President plans, develops, and establishes policies and objectives of the business organization in accordance with board directives or company charter. He or she plans business objectives and develops organizational policies to coordinate functions and operations between divisions, departments, and individual employees. He or she may review activity reports and financial statements to determine progress in attaining objectives, and then revise objectives in accordance with current conditions. The timely review of activities, costs, operations, and forecast data is done to determine the progress toward company goals. He or she may formulate financial programs to provide funding for new or continuing operations, to maximize returns on investments and to increase productivity. The Company President plans and develops industrial, labor, and public relations policies to improve company's image and relations with customers.

Personal characteristics such as leadership ability, and a strong internal sense of direction and motivation are essential. Both communication skills and managerial skills are necessary to plan and implement the objectives of the company. Ability to plan, coordinate activities, be persuasive and motivate others are the primary skills needed to successfully perform in this career.

Many different entry paths exist which may lead to the company president career. Education and experience requirements are not set and vary broadly. Individuals with as little formal education as completion of grade school have started their own companies and become company president. In contrast, a company president may have completed a Master's or a doctoral degree in any of a number of fields or majors. The traditional pathway is one in which completion of formal education in business management and experience in the ranks of management lead to the company president position. However, special interest and knowledge in a particular product or field can lead to the beginning phases of starting a business and assuming the role of company president.

Salaries or income for a company president vary with the size, and success of the company. The income can vary from just breaking even to a very lucrative salary level or income. Companies vary from the very small, one or two person operation to the large multi-national corporation with locations throughout the world.

JUANITA OKER
COMPANY PRESIDENT

Juanita Oker is President and owner of Thunderbird Electronics. Her company, located in Golden Valley, Minnesota, repairs and tests electronic assemblies and circuits. Larger companies utilizing the services of Thunderbird Electronics include Honeywell, 3M, National Computer Systems, and Thermo-King. Juanita started her company in 1981 in the basement of her home. At that time her shop consisted of one bench and one shelf for supplies. Since that time her company has made three moves, each time to more spacious quarters. She now concentrates on the production end of the business while her husband, Tom Roddy, handles sales management.

Juanita, a member of the White Earth Chippewa Reservation, is very proud of her Indian heritage. She is the mother of four grown children and one daughter still at home. While running a business can often be stressful and hectic, she finds that there are also rewards. Recently, she won the award of Minority Manufacturer of the Year. This award competition included candidates from the entire Midwest region. She

has been featured in newspaper articles and in magazines such as the Minnesota Business Journal. Although her success in a role unusual for a woman has given Juanita a great deal of publicity, she remains a very genuine, warm and friendly person who is interested in people and who is eager to help young Indian people to realize their career potential.

What Do You Do As The President And Owner Of An Electronics Firm? What Is A Typical Day Like?

Because we are a small company, I do just about everything. I usually start out the day by vacuuming my office. I provide the parts my workers need, I do selling, and I keep up the company books. I plan the work that needs to be accomplished, set the pace, and see each job through. I arrange the pick up and delivery of the parts we work on at the firm. I also work out on the assembly line. I try to schedule my meetings back to back. This way I can dress in suits for my meetings, and I can dress in more comfortable clothing when I work on the line. I usually have a lot of meetings with Honeywell representatives and others. You name it and I do it!

What Do You Like Best And Least About Your Career?

My career has been very rewarding. There is a lot of work involved in running a business. I left a very good paying job with little pressure to start my business. In the four years since I started up, my company has come a long way. While I don't like the worry and stress that goes along with my career, I do enjoy the rewards and the recognition my hard work has given me. I was nominated for Minority Manufacturer of the Year and I won for the whole Upper Midwest region. I am also going to be the guest speaker for the Indian Business Development Conference this year. So there are lots of rewards and my husband is very supportive.

What Kind Of Education Or Training Did You Need For Your Career?

I think a hands on approach to electronics is probably best. I had a background in electronics and I have been working in this area since I was seventeen years old. I would suggest that anything a person can do to learn more about electronics and about running a business will help. Learning about accounting and business management in college or vocational school will also help. This summer I am planning to go to management school to improve my own skills in this area.

is The Service Your Company Provides In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

Basically, we sell a service to other companies. We take a product and do a portion of the work on it. We often pick up the product, do the work on it, and deliver it back to the company. Whatever we are asked to do on a product, we do it. Given our success, I think the kind of service we sell is in demand. My advice for someone looking into my career is to think twice before going into it because it is a lot of worry. It takes money to get a business started and there are always worries about having enough cash flow.

How Did You Get Into Your Career?

Before I got into my career, I was married, had five kids, was divorced and I had to live on public assistance for thirteen years to survive and support my kids. I really got tired of sitting home so one day I went to a nearby hearing aid company and asked for a job. I told the man I was good at electronics work and he believed me. I was hired and I asked a lot of questions until I felt I could really do the work. Then I got a higher paying job at another hearing aid company. I worked for the company for nine years. One day I decided I could do the kind of work I was doing for the company in my own basement. So I started out and one month later I was asked to build circuit boards. My company has now moved three times in three years. Each time we needed more space. The Honeywell Company has helped me out a great deal. They provide technical assistance when I need it and they have been very good to me.

When Did You Decide You Were Going To Start Out Your Own Electronics Firm?

I started my own business in May of 1981. By June 1st of that year I moved into my first shop.

Would You Encourage Other People To Choose Your Career Field?

Yes. But I think the best thing someone can do who is interested in running their own business is to go to school and stay in school. It is really best to get an education first and then try out a career.

What Are Some Changes Going On In Your Career Field?

I think I really picked the right field to go into. A career in electronics is going nowhere but up. There are going to be circuit boards and wire harnesses in everything. Many big companies also have a commitment to minority businesses. They must give a percentage of their work to minority contractors. So I think the future demand for the kind of business I am in is very good.

Is It Profitable To Run Your Own Business? Can Someone Make A Living This Way?

After four years of operation, my company is just breaking even. But I think this next year is going to be the year that the company really turns a profit. The company is getting more publicity and we have a good track record. Our customers know that we can do the job and that we can complete the work on time. So once our reputation is firmly established, I think we will make a profit. Realistically, however, most small businesses do not get off the ground in the first few years. Thunderbird Electronics is fortunate in having grown a little bit bigger each year.

What Would You Like To Do In The Future?

I would like to stay with Thunderbird Electronics and see it grow. I am planning some expansion projects such as automating equipment so my company can be more competitive. I am also going to become a grandmother soon and I am looking forward to that.

"...While I don't like the worry and stress that goes along with my career, I do enjoy the rewards and the recognition hard work has given me. I was nominated for Minority Manufacturer of the Year and I won for the whole Upper Midwest region. ...So there are lots of rewards and my husband is very supportive...."

Chemical Dependency Counselor

The Chemical Dependency Counselor helps people who are dependent on drugs, alcohol, and other chemicals to learn how to cope with their problems. The duties of the chemical dependency counselor will vary depending upon the work setting. Often, an initial interview of patients and their families is completed before admittance to a treatment program is permitted. A diagnosis of chemical dependency is accomplished by evaluating the habits and behavior of the individual. After admittance to the program, a regime of individual and group counseling techniques are employed. In some treatment programs the individual's family and friends may be included in the counseling sessions. Records of a patient's progress are kept and consultation with other staff are done to chart the progress and to determine other methods of treatment. Some chemical dependency counselors are involved in the supervision of other counselors and may become the director of a treatment program.

For entry paths into the career it is important to have earned a certificate in the field. A certificate may be earned by attending a one to two year chemical dependency specialist program at the junior college level. To enter a more advanced job, a bachelor's degree in psychology followed by a Master's in chemical dependency counseling is advisable. Minnesota currently has no state registration requirement for the field. However, the state is expected to adopt such registration standards which may include a training and experience requirement, a written exam, and an interview. Relevant coursework includes counseling theory, behavior analysis, group techniques, abnormal psychology, essentials of chemical dependency and the pharmacology of chemical health problems.

The Chemical Dependency Counselor's salary is variable depending upon the level of education, experience, and level of responsibility. The salary may range from $10,000 yearly to well over $20,000 yearly. Typical employers include hospitals, diagnostic referral and treatment centers, schools, clinics, halfway houses, receiving centers, and programs supported by business, church, and government.

The Chemical Dependency Counselor must be able to handle persons who may be depressed, angry, discouraged, or noncommittal, and gain their trust and cooperation. The ability to motivate, guide, or inspire are essential to effective counseling. Also good listening, verbal, and analytical skills are necessary. Relevant courses are English, the social sciences, psychology, and the health sciences.

WALTER D. HARDY
CHEMICAL DEPENDENCY COUNSELOR

Walter Hardy works at Center School in Minneapolis as a chemical dependency counselor. He is a member of the Leech Lake Pillager Band of Chippewa Indians. He was born in 1943 at the Cass Lake Indian Hospital and he grew up in the small village of Inger, Minnesota. In this village he had a very traditional upbringing. He was raised around his elders. In the early 1960's, Walter went to Haskell Institute in Lawrence, Kansas where he learned the carpentry trade. In 1978, he received a certificate in chemical dependency counseling from the University of Minnesota-Duluth. He continued his college work and in 1984, he was awarded his Bachelor of Science degree in Community Services from Bemidji State University. Walter has come to believe very strongly in the value of higher education. For him, the opportunity to participate in higher education has been a very liberating experience. He enjoys public speaking on the topics of Indian culture and spirituality. In addition, he enjoys participating in pow-wows.

What Do You Do As A Chemical Dependency Counselor? What Is A Typical Day Like?

My first job was in the treatment phase of chemical dependency counseling. I now work more in the preventative setting. I do one-to-one counseling. Basically, people come in to see me in a round about way. Eventually, they start talking. I try to get to know each person and be empathetic. I use the skills I have learned to bring people out and get them to talk. The subject matter I deal with includes alcohol and drug abuse, incest, and emotional disturbances. Generally my clients are American Indian. I see a lot of frustration, anger, and a low trust level.

I teach drug education classes here. In my classes, I get students who do not assert themselves. They don't meet the expectations of the non-Indian world. My task is to find a way to draw them together. Some of the kids come from broken homes where there is a history of alcohol and drug abuse. The kids are interested in knowledge of their culture and spiritual practices.

I also serve as class advisor for the 10th grade and I lead a support group for youth on Wednesday nights. My job involves paperwork. I maintain a record of my clients and I gather statistics for grant purposes. Because of the increasing amount of record keeping involved in counseling, I think it would be a good idea for someone interested in my career to have an office management background and some training in statistics.

What Do You Like Best And Least About Your Career?

I like the people I work with best. There are four processes or stages in chemical dependency counseling: outreach, detox, treatment, and after care. I would like to get into the after care part of the process. This is the least stressful part. It does make me feel good when I am successful with people. Some of the clients I have worked with are going on to college. When I meet them and they are doing something with their lives, I feel my job is very rewarding. What I don't like about my work is seeing the pain and suffering of the clients. Chemical dependency counseling involves a heavy outlay of emotion, and the counselor really has to have a back up system. I have found that when you can't sleep at night worrying over clients, it's time to back off.

What Kind Of Education Or Training Did You Need To Become A Chemical Dependency Counselor?

I needed certification in this field. If a person is chemically dependent, he or she needs to go through a certain length of sobriety before becoming certified. In this profession, it is helpful to have had a personal recovery experience. In this way, the counselor can feel empathy with clients. But there are good chemical dependency counselors who have not experienced chemical abuse problems. They may have had to deal with chemically abusive family members. I think it is also helpful for a chemical dependency counselor to have some training in psychology. Psychology provides a good working knowledge of how to deal with people.

Are Chemical Dependency Counselors In Demand? Do You Have Any Advice For Someone Looking Into Your Career?

Yes. They are very much in demand, especially in Indian communities. I have heard that of the 45,000 members of the Indian population in Minnesota, 15,000 are chemically dependent. I don't know how reliable these statistics are, but it would mean that all our people are affected in one way or another by chemical abuse problems.

My advice for someone looking into my career is to try several different areas of the counseling process. It is good to stay on top of things in the field and get some specialized knowledge. I belong to the Minnesota Indian Association of Chemical Dependency Programs. Our advisory board is interested in helping Indian people get into program networking. Anyone who is interested in chemical dependency counseling can contact this organization.

How Did You Get Into Your Career?

I didn't get into it by choice, I had to have a push. When I was abusing chemicals I went to my elder, Jimmy Jackson, and sought his advice. He told me that there was no hope for me and that alcohol would kill me. That was a turning point for me. I knew if I didn't use my energy to help others, I would never be able to stay sober. When I went into treatment, I realized that chemical dependency was a way of life for me and for those around me. I had to get out of that setting in order to see what was really going on.

When Did You Decide You Were Going To Become A Chemical Dependency Counselor?

I was in a halfway house at Cass Lake. I was working as a technician in a detox center. I felt the need to get more training, so in 1977, I went to the University of Minnesota-Duluth to get that training. At UMD, I found out I could actually do college work. I was surprised at my own ability. I was also inspired by Indian professors, especially Bob Powless, to go on and get further education.

What Are Some Changes Going On In Your Career Field?

There is a demand for chemical dependency counselors. But the field is rapidly filling up with qualified people. UMD and other colleges and community colleges have good training programs. They have turned out many certified people. The competition in this field is now pretty tight as more and more trained people are working in this area.

What Is The Salary Like In This Field?

The starting salary is around 11,000 dollars per year. A senior chemical dependency counselor makes about 18,000 dollars per year. The salary can range from about 11,000 dollars in small communities to around 20,000 dollars in the Metro area. The salary also depends, of course, on a person's training and qualifications. Most people don't enter this field to make money. You need to have a strong personal commitment for this kind of work.

What Are The Advancement Possibilties In Your Career Field?

Bemidji State University has a new Master's degree program whereby a person can get a Master's degree in Applied Behavioral Sciences. The Minnesota Chippewa Tribe is interested in financing Indian people to go into this area on the condition that they give two years of service to a reservation community after graduating. The BSU program is going to be taking people in the behavioral sciences. The Minnesota Chippewa Tribe is interested in people from all crucial fields, such as law, business management, health and teaching to further their training.

"...I do one-to-one counseling. Basically, people come in to see me in a round about way. Eventually, they start talking. I try to get to know each person and be empathetic..."